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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

1940 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

PROCEDURE FOR LISTING BASIC DATA AND ESTABLISHING FARM
ACREAGE ALLOTMENTS, PRODUCTIVITY INDEXES, AND NORMAL YIELDS

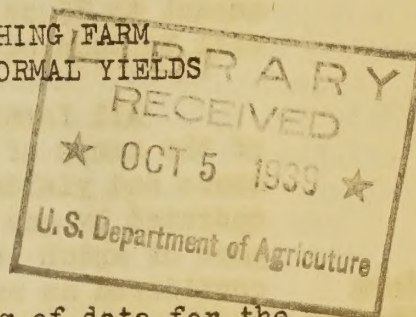
GENERAL INSTRUCTIONS

These general instructions apply to the listing of data for the determination of 1940 allotments, productivity indexes, and normal yields. They also provide for relisting on supplementary 1939 listing sheets the data for farms for which the identity is to be changed from 1939 for establishing 1940 allotments. Listing sheets for the 1940 Agricultural Conservation Program in the North Central Region consist of:

- (1) NCR-409 For total soil-depleting acreage data and productivity indexes, corn acreage data and yields, restoration land, and approved special allotments and yields.
- (2) NCR-409C For cotton acreage data and yields.
- (3) NCR-409P For potato acreage data and yields, and commercial vegetable acreage data.
- (4) NCR-409T For tobacco acreage data and yields.
- (5) NCR-409W For wheat acreage data.

The listing sheet instructions for the special soil-depleting crops other than corn are NCR-410C for cotton, NCR-410P for potatoes, NCR-410T for tobacco, NCR-410V for commercial vegetables, and NCR-410W for wheat. In counties having restoration land, the data for restoration land will be listed on NCR-409 in accordance with the instructions set forth in NCR-410RL.

It is necessary that all entries be made in jet black ink, unless otherwise specified, in order that the 1940 listing sheets may be duplicated by mechanical process in the State office. Other colors, including blue-black ink and pencil, are not satisfactory.



Listing
Forms

AAA

Rules
for
1940

All 1940 acreage allotments and crop acreage figures will be expressed to the nearest tenth of an acre. The yields that are given in bushels shall be expressed to the nearest tenth of a bushel. The productivity index, as well as those yields given in pounds, will be expressed to the nearest whole number.

In all cases involving decimals, the result of computation will be carried to two decimal places beyond the number of decimal places required in the result and rounded to the desired number of places. The two digits beyond the number of places required will be dropped if they amount to 50 or less, or, if the two digits amount to 51 or more, they will be counted as one and added to the next decimal place at the left.

Farm Identity All farms will be listed by townships and in the alphabetical order of the names of the owners. For the purpose of determining 1940 allotments and yields, all adjacent farm land owned by one person (a) which is operated by one person as all or part of one farming unit, or (b) all or part of which is field rented to and operated by other persons, shall be considered as one farm. This identity of the farm is comparable to that used originally in connection with the completion of form NCR-203. In any event this identity will be the same as that used in determining the 1940 wheat acreage allotments. This separate identity will be maintained for purposes of determining 1940 acreage allotments regardless of whether form ACP-95 is completed for the 1940 program.

Source of Data The data to be listed on the 1940 listing sheets will be taken from forms NCR-309 (Parts I, II, III, and IV), NCR-309, "Supplemental Listing - Reconstituted Farms," and NCR-317.

Correction of Basic Data on
the 1939 Listing Sheets

Erroneous NCR-203 Indications Before listing data on the 1940 listing sheets, it is important that all forms NCR-203, NCR-211, and NCR-309 and related Parts, be corrected if errors in the basic data appear thereon. For all farms for which the present NCR-203 indication is determined to be in error, correct copies of forms NCR-203 will be prepared. The county committee may determine that correction of an NCR-203 is necessary in those instances in which:

- (1) The cropland acreage entered on NCR-203 is substantially different from that obtained by a more recent measurement.
- (2) The descriptive terms applied to the fields of a farm are substantially in error.

In those instances of changing cropland acreage which affect only one field, or in which the cropland of all fields is uniformly affected, it may be possible to determine the correct NCR-203 indication in the county office by applying the ratio obtained in column (8) of the original form NCR-203 to the corrected cropland acreage for the farm.

If it is apparent that the descriptive terms applied to the fields of a particular farm are in error or that another field not previously scored is considered as cropland, a community committeeman shall visit the farm and prepare a corrected form NCR-203. When a corrected form NCR-203 is prepared, the instructions contained in NCR-202, related Supplements 1, 2, 4, and 5, and NCR-210 as amended will be applicable. The NCR-203 indication for the corrected form NCR-203 will not be adjusted in accordance with instructions in NCR-210 for columns (13) and (14) of NCR-209 in those counties which made such adjustment, because community committeemen with past experience will be able to properly score the NCR-203. However, the adjustment for columns (15) and (16) of NCR-209 will be made. In adjusting the indication obtained from the corrected form NCR-203, the same factor will be applied that was used in adjusting the NCR-203 indication for other farms in the respective township for column (15) of NCR-209. This adjustment will be completed in columns (15) and (16) of NCR-209, marked "Supplementary Listing for Corrected Forms NCR-203." If forms NCR-209 are not available, column headings on form NCR-309 may be revised to conform with the headings for columns (14) and (15) of NCR-209.

In the event that inequities are discovered as a result of improper reporter adjustments in counties in which the NCR-203 indication was adjusted by individual field reporters to a county standard and subsequently adjusted to the county total soil-depleting allotment, such inequities may be brought to the attention of the State committee. If it is determined by the State committee that readjustments should be made in a county, the procedure outlined in NCR-210 will be applied by utilizing any four adjacent available blank columns on the 1939 listing sheet NCR-309, Part I. If such blank columns are not available, columns may be provided by attaching a strip to the listing sheets. The headings for such blank columns will be changed to correspond with the headings of columns (13), (14), (15), and (16), of form NCR-209.

Upon examination of the relationship of the NCR-203 indications in the different townships of the county, the county committee and a representative of the State committee may determine that some adjustment of the various relationships is desirable. If it is determined by the State committee that such adjustments are to be made in a county, the procedure outlined in NCR-210 and NCR-State-401 for adjusting the NCR-203 indications will be applied by utilizing any two adjacent available blank columns on the 1939 listing sheet, NCR-309, Part I. If such blank columns are not available, columns may be provided by attaching a strip to the listing sheets.

It is to be noted that correction of the cropland acreage for a farm may reveal errors in the acreage history data shown on the respective forms NCR-211 and NCR-309. The corrected NCR-203 indication and acreage data will be entered on the 1939 listing sheets, NCR-309 and related Parts, for each of the respective farms for which such data are found to be in error. The original entries in the listing will be stricken and the correct figures will be entered in red ink in place thereof and used when transferring 1939 data to the 1940 listing sheets.

Supplementary Listing Before Establishing Allotments

Recon- For all 1940 farms for which the identity differs from 1939, it
stituted will be necessary to determine the farm land, cropland, 1936-37 average
Data adjusted total soil-depleting history, NCR-203 indication, and the acreage
 history for each of the special crops applicable to the farm. In order to
 obtain these data for 1940 farms, it will be necessary to split or combine
 data for farms as they were identified in 1939.

It will be necessary also to prepare new copies of forms NCR-203 for all 1940 farms for which the identity differs from 1939. In some instances it will be possible, by using farm maps and other appropriate records, to prepare the new forms NCR-203 in the county office. This may also be accomplished by referring to the forms applicable to the original parts of a farm for which a form ACP-95 has been completed. When it is determined, however, that accurate results cannot be obtained by working with data available in the county office, a community committeeman will visit the farm and prepare a new form NCR-203.

In the event that all of the history for the parts of a farm cannot be obtained from a 1938 or 1939 listing sheet, it will be necessary to prepare a revised copy of NCR-211 for the farm or part of the farm, by the use of farm maps and other appropriate data available in the county office. If the data are not available, dashes will be entered.

Listing sheets for 1940 farms for which the identity differs from 1939 will be prepared by labeling forms NCR-309, Part I, "Supplementary Listing - Reconstituted Farms." These farms will be listed by townships.

- I. The data for a 1939 farm which is to be split before determining 1940 acreage allotments, will be listed as follows:

Splitting
Farms

- A. List in red in the appropriate columns the farm identification, farm land, cropland, total soil-depleting history, the acreage history for each of the special crops for the farm, the 1938 total soil-depleting and corn acreage, and the NCR-203 indicated total soil-depleting acreage for the farm. For vegetable, tobacco, potato, and cotton acreage data, obtain and list the adjusted acreage for the years 1936, 1937, 1938, and 1939 in the available blank columns of the listing sheet. The adjusted acreage for the year 1935 shall also be included for tobacco and potatoes.
- B. List in black on consecutive lines immediately below the red entries, the data applicable to each of the reconstituted 1940 farms. The farm number to be entered in column (1) for each

part of the 1939 farm will be the same as that assigned on form NCR-309 for the entire farm. The new identification, farm land, and cropland for each 1940 farm will be listed in the appropriate columns.

The acreage data for each of the reconstituted 1940 farms will be determined in accordance with one of the two following methods:

1. Enter the total soil-depleting history, the acreage history for each of the special crops for the farm, the 1938 total soil-depleting and corn acreage history, and the NCR-203 total soil-depleting acreage contributed by each of the component parts of the original farm. These data as corrected for 1940 may be obtained from the 1938 and 1939 listing sheets, corrected or newly prepared NCR-303, performance records, and corrected or newly prepared NCR-211.

History
Method

2. The alternative method for determining history for each of the reconstituted farms is:

- (a) Express as a ratio, rounded to three decimal places, the result obtained by dividing the cropland for each reconstituted farm by the cropland for the entire 1939 farm.

Ratio
Method

- (b) Determine each appropriate history indication for each of the reconstituted farms by multiplying the respective history acreage of the 1939 farm by the ratio obtained in (a).

For those farms for which wheat acreage history was split for purposes of the 1940 farm program, the method used at that time should now be employed to determine the proper history for other crops having allotments on the farm, if it is practicable to do so.

The sum of the acreage histories for the reconstituted farms must not exceed the respective histories for the 1939 farms. Clearly indicate in some manner that the 1939 listing is void for the original farm after the above steps have been taken. Unless otherwise

instructed by the State committee, a line shall be drawn through the entries in such listing.

Combining
Farms

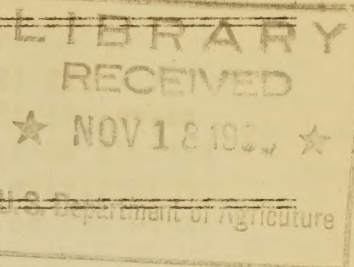
II. The data which are involved in combination of 1939 farms or parts of farms for purposes of the 1940 farm program will be listed in accordance with the following procedure. This listing will be prepared on the township sheet(s) used for the split farms listing; however, several blank lines are to be left to separate the two sets of data.

- A. The data for the farms or parts of farms that are being combined will be obtained from either the 1939 listing sheets, NCR-309 and related Parts, or the "Supplementary Listing - Reconstituted Farms."
- B. List in red in the appropriate columns the farm identification, farm land, cropland, total soil-depleting history, the acreage history for each of the special allotments for the farm, the 1938 total soil-depleting history, and the NCR-203 indicated total soil-depleting acreage for each of the component parts that are to be combined to make up the reconstituted farm. For vegetable, tobacco, potato, and cotton acreage data, obtain and list the history for the years 1936, 1937, 1938, and 1939 in the available blank columns of the listing sheet. The adjusted acreage for the year 1935 shall also be included for tobacco and potatoes.
- C. List in black immediately below the red entries the data for the reconstituted 1940 farm. These data will include the new identification and the sums of the farm land, cropland, and acreage history entries listed for the component parts of the farm.
- D. The farm number for each of the reconstituted farms resulting from combination of farms or parts of farms will be the next available farm number for the township.
- E. Clearly indicate in some manner that the listing for each of the component parts is void after the above steps have been taken. Unless otherwise instructed by the State committee, a line shall be drawn through the entries in such listing.

A county plat map will be prepared to show the boundaries of all 1940 farms in the county and the names of the farm owners. This map should be prepared at the time this supplementary listing is completed, to be certain that all farm land is properly identified for purposes of 1940 listing. Upon completion of the 1940 listing sheet, farm numbers may be entered on the map. It also will be appropriate to check the individual farm files for the 1940 farms, to be certain that each file contains a form NCR-203 for the separately owned tract, and that a form NCR-211 is completed for each farm for which the 1936-37 average adjusted acreage cannot be readily obtained from the 1939 listing sheets.

County
Plat
Map

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Listing
Farms

- (1) NCR-409 For total soil-depleting acreage data and productivity indexes, corn acreage data and yields, restoration land, and approved special allotments and yields.
- (2) NCR-409C For cotton acreage data and yields.
- (3) NCR-409P For potato acreage data and yields, and commercial vegetable acreage data.
- (4) NCR-409T For tobacco acreage data and yields.
- (5) NCR-409W For wheat acreage data.

The listing sheet instructions for the special soil-depleting crops other than corn are NCR-410C for cotton, NCR-410P for potatoes, NCR-410T for tobacco, NCR-410V for commercial vegetables, and NCR-410W for wheat. In counties having restoration land, the data for restoration land will be listed on NCR-409 in accordance with the instructions set forth in NCR-410RL.

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All 1940 acreage allotments and crop acreage figures will be expressed to the nearest tenth of an acre. The yields that are given in bushels shall be expressed to the nearest tenth of a bushel. The productivity index, as well as those yields given in pounds, will be expressed to the nearest whole number.

In all cases involving decimals, the result of computation will be carried to two decimal places beyond the number of decimal places required in the result and rounded to the desired number of places. The two digits beyond the number of places required will be dropped if they amount to 50 or less, or, if the two digits amount to 51 or more, they will be counted as one and added to the next decimal place at the left.

Farm Identity All farms will be listed by townships and in the alphabetical order of the names of the owners. For the purpose of determining 1940 allotments and yields, all adjacent farm land owned by one person (a) which is operated by one person as all or part of one farming unit, or (b) all or part of which is field rented to and operated by other persons, shall be considered as one farm. This identity of the farm is comparable to that used originally in connection with the completion of form NCR-203. In any event this identity will be the same as that used in determining the 1940 wheat acreage allotments. This separate identity will be maintained for purposes of determining 1940 acreage allotments regardless of whether form ACP-95 is completed for the 1940 program.

Source of Data The data to be listed on the 1940 listing sheets will be taken from forms NCR-309 (Parts I, II, III, and IV), NCR-309, "Supplemental Listing - Reconstituted Farms," and NCR-317.

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- (1) The cropland acreage entered on NCR-203 is substantially different from that obtained by a more recent measurement.
- (2) The descriptive terms applied to the fields of a farm are substantially in error.

In those instances of changing cropland acreage which affect only one field, or in which the cropland of all fields is uniformly affected, it may be possible to determine the correct NCR-203 indication in the county office by applying the ratio obtained in column (8) of the original form NCR-203 to the corrected cropland acreage for the farm.

If it is apparent that the descriptive terms applied to the fields of a particular farm are in error or that another field not previously scored is considered as cropland, a community committeeman shall visit the farm and prepare a corrected form NCR-203. When a corrected form NCR-203 is prepared, the instructions contained in NCR-202, related Supplements 1, 2, 4, and 5, and NCR-210 as amended will be applicable. The NCR-203 indication for the corrected form NCR-203 will not be adjusted in accordance with instructions in NCR-210 for columns (13) and (14) of NCR-209 in those counties which made such adjustment, because community committeemen with past experience will be able to properly score the NCR-203. However, the adjustment for columns (15) and (16) of NCR-209 will be made. In adjusting the indication obtained from the corrected form NCR-203, the same factor will be applied that was used in adjusting the NCR-203 indication for other farms in the respective township for column (15) of NCR-209. This adjustment will be completed in columns (15) and (16) of NCR-209, marked "Supplementary Listing for Corrected Forms NCR-203." If forms NCR-209 are not available, column headings on form NCR-309 may be revised to conform with the headings for columns (14) and (15) of NCR-209.

In the event that inequities are discovered as a result of improper reporter adjustments in counties in which the NCR-203 indication was adjusted by individual field reporters to a county standard and subsequently adjusted to the county total soil-depleting allotment, such inequities may be brought to the attention of the State committee. If it is determined by the State committee that readjustments should be made in a county, the procedure outlined in NCR-210 will be applied by utilizing any four adjacent available blank columns on the 1939 listing sheet NCR-309, Part I. If such blank columns are not available, columns may be provided by attaching a strip to the listing sheets. The headings for such blank columns will be changed to correspond with the headings of columns (13), (14), (15), and (16), of form NCR-209.

Upon examination of the relationship of the NCR-203 indications in the different townships of the county, the county committee and a representative of the State committee may determine that some adjustment of the various relationships is desirable. If it is determined by the State committee that such adjustments are to be made in a county, the procedure outlined in NCR-210 and NCR-State 401 for adjusting the NCR-203 indications will be applied by utilizing any two adjacent available blank columns on the 1939 listing sheet, NCR-309, Part I. If such blank columns are not available, columns may be provided by attaching a strip to the listing sheets.

It is to be noted that correction of the cropland acreage for a farm may reveal errors in the acreage history data shown on the respective forms NCR-211 and NCR-309. The corrected NCR-203 indication and acreage data will be entered on the 1939 listing sheets, NCR-309 and related Parts, for each of the respective farms for which such data are found to be in error. The original entries in the listing will be stricken and the correct figures will be entered in red ink in place thereof and used when transferring 1939 data to the 1940 listing sheets.

Other
Errors

Supplementary Listing Before Establishing Allotments

Recon- For all 1940 farms for which the identity differs from 1939, it
stituted will be necessary to determine the farm land, cropland, 1936-37 average
Data adjusted total soil-depleting history, NCR-203 indication, and the acreage
 history for each of the special crops applicable to the farm. In order to
 obtain these data for 1940 farms, it will be necessary to split or combine
 data for farms as they were identified in 1939.

It will be necessary also to prepare new copies of forms NCR-203 for all 1940 farms for which the identity differs from 1939. In some instances it will be possible, by using farm maps and other appropriate records, to prepare the new forms NCR-203 in the county office. This may also be accomplished by referring to the forms applicable to the original parts of a farm for which a form ACP-95 has been completed. When it is determined, however, that accurate results cannot be obtained by working with data available in the county office, a community committeeman will visit the farm and prepare a new form NCR-203.

In the event that all of the history for the parts of a farm cannot be obtained from a 1938 or 1939 listing sheet, it will be necessary to prepare a revised copy of NCR-211 for the farm or part of the farm, by the use of farm maps and other appropriate data available in the county office. If the data are not available, dashes will be entered.

Listing sheets for 1940 farms for which the identity differs from 1939 will be prepared by labeling forms NCR-309, Part I, "Supplementary Listing - Reconstituted Farms" These farms will be listed by townships.

- I. The data for a 1939 farm which is to be split before determining 1940 acreage allotments, will be listed as follows:

Splitting
Farms

- A. List in red in the appropriate columns the farm identification, farm land, cropland, total soil-depleting history, the acreage history for each of the special crops for the farm, the 1938 total soil-depleting and corn acreage, and the NCR-203 indicated total soil-depleting acreage for the farm. For vegetable, tobacco, potato, and cotton acreage data, obtain and list the adjusted acreage for the years 1936, 1937, 1938, and 1939 in the available blank columns of the listing sheet. The adjusted acreage for the year 1935 shall also be included for tobacco and potatoes.
- B. List in black on consecutive lines immediately below the red entries, the data applicable to each of the reconstituted 1940 farms. The farm number to be entered in column (1) for each

part of the 1939 farm will be the same as that assigned on form NCR-309 for the entire farm. The new identification, farm land, and cropland for each 1940 farm will be listed in the appropriate columns.

The acreage data for each of the reconstituted 1940 farms will be determined in accordance with one of the two following methods:

History
Method

1. Enter the total soil-depleting history, the acreage history for each of the special crops for the farm, the 1938 total soil-depleting and corn acreage history, and the NCR-203 total soil-depleting acreage contributed by each of the component parts of the original farm. These data as corrected for 1940 may be obtained from the 1938 and 1939 listing sheets, corrected or newly prepared NCR-203, performance records, and corrected or newly prepared NCR-211.

Ratio
Method

2. The alternative method for determining history for each of the reconstituted farms is:
 - (a) Express as a ratio, rounded to three decimal places, the result obtained by dividing the cropland for each reconstituted farm by the cropland for the entire 1939 farm.
 - (b) Determine each appropriate history indication for each of the reconstituted farms by multiplying the respective history acreage of the 1939 farm by the ratio obtained in (a).

For those farms for which wheat acreage history was split for purposes of the 1940 farm program, the method used at that time should now be employed to determine the proper history for other crops having allotments on the farm, if it is practicable to do so.

The sum of the acreage histories for the reconstituted farms must not exceed the respective histories for the 1939 farms. Clearly indicate in some manner that the 1939 listing is void for the original farm after the above steps have been taken. Unless otherwise

instructed by the State committee, a line shall be drawn through the entries in such listing.

Combining
Farms

II. The data which are involved in combination of 1939 farms or parts of farms for purposes of the 1940 farm program will be listed in accordance with the following procedure. This listing will be prepared on the township sheet(s) used for the split farms listing; however, several blank lines are to be left to separate the two sets of data.

- A. The data for the farms or parts of farms that are being combined will be obtained from either the 1939 listing sheets, NCR-309 and related Parts, or the "Supplementary Listing - Reconstituted Farms."
- B. List in red in the appropriate columns the farm identification, farm land, cropland, total soil-depleting history, the acreage history for each of the special allotments for the farm, the 1938 total soil-depleting history, and the NCR-203 indicated total soil-depleting acreage for each of the component parts that are to be combined to make up the reconstituted farm. For vegetable, tobacco, potato, and cotton acreage data, obtain and list the history for the years 1936, 1937, 1938, and 1939 in the available blank columns of the listing sheet. The adjusted acreage for the year 1935 shall also be included for tobacco and potatoes.
- C. List in black immediately below the red entries the data for the reconstituted 1940 farm. These data will include the new identification and the sums of the farm land, cropland, and acreage history entries listed for the component parts of the farm.
- D. The farm number for each of the reconstituted farms resulting from combination of farms or parts of farms will be the next available farm number for the township.
- E. Clearly indicate in some manner that the listing for each of the component parts is void after the above steps have been taken. Unless otherwise instructed by the State committee, a line shall be drawn through the entries in such listing.

County
Flat
Map

A county plat map will be prepared to show the boundaries of all 1940 farms in the county and the names of the farm owners. This map should be prepared at the time this supplementary listing is completed, to be certain that all farm land is properly identified for purposes of 1940 listing. Upon completion of the 1940 listing sheet, farm numbers may be entered on the map. It also will be appropriate to check the individual farm files for the 1940 farms, to be certain that each file contains a form NCR-203 for the separately owned tract, and that a form NCR-211 is completed for each farm for which the 1936-37 average adjusted acreage cannot be readily obtained from the 1939 listing sheets.

In application of the 1940 listing instructions the correct or reconstituted data will be transferred in place of the original data in all instances in which a correction has been made in the 1939 listing or in which a farm has been relisted on the Reconstituted Farms listing sheets. Any reference to a 1939 listing sheet shall be construed to mean the Reconstituted Farms listing sheet if the farm has been listed thereon.

Wherever written reasons are required, the committee shall write a short, concise statement which adequately describes the facts. This statement shall be written by the committee at the time the change is made. In no event may a prepared list of reasons be used. Such notations as "not equitable for the farm", "change in operation", "too high", "too low", "out of line with other farms", are not satisfactory, because they are not complete explanations and will not be acceptable to the Farmer Fieldman.

SEC. I.--FARM IDENTIFICATION, TOTAL SOIL-DEPLETING ACREAGE ALLOTMENTS,
AND PRODUCTIVITY INDEXES.

A.-- Instructions for Identifying Farms and Determining Total Soil-Depleting Acreage Allotments, Columns (1) to (19), Inclusive.

The clerical assistants should review the farms listed on NCR-309 and the Reconstituted Farms listing sheets before making any entries on NCR-409, in order that the farms may be listed in the proper order. It will be necessary to determine the alphabetical order of the names of the owners, and enter with red pencil next to the names on NCR-309 and the Reconstituted Farms listing sheets, consecutive numbers which will be used as a guide in the order of listing on the Regular listing sheets, NCR-409. These red numbers shall be assigned in accordance with the alphabetical order of owners' names, regardless of the order of the 1939 farm numbers. Upon completion of the listing on the Regular listing sheets, a careful check shall be made to be certain that all farms are properly listed for 1940.

Column 1.-- Enter the 1940 farm number. After all farms have been properly listed for 1940, the farms shall be consecutively numbered by townships beginning with "1."

Column 2.-- Enter the 1939 farm number, which is obtained from NCR-309, column (1).

Column 3.-- Enter the name of the title owner, which is obtained from NCR-309, column (2).

Column 4.-- This column is for the convenience of the county committee and may be used when the information is available.

Column 5.-- Enter the total acres in the farm, which is obtained from NCR-309, column (4).

Column 6.-- Enter the acres of cropland in the farm, which is obtained from NCR-309, column (5) or column (6).

Column 7.-- This column will be used later for making corrections in cropland acreages.

Column 8.-- Enter the 1939 total soil-depleting acreage, which is obtained from NCR-317, Sec. IV, Item 9, column (h). If this information is not available, enter a dash.

Column 9.-- Enter the 1938 total soil-depleting acreage, which is obtained from NCR-309, column (7). If this information is not available, enter a dash.

Column 10.-- Enter the 1936-37 average total soil-depleting acreage, which is obtained from NCR-309, column (8). If the entry in column (8) of NCR-309 was stricken, transfer such stricken entry to this column and enter immediately above, in pencil, the adjusted acreage entered in column (9) of NCR-309. This penciled entry will be used by the committees when reviewing this column for purposes of the following instructions.

If the entry in this column (10) exceeds the respective entry in column (6) or the corrected cropland entry in column (7), the entry in column (10) shall be stricken and the correct average acreage, not in excess of the correct cropland, shall be entered immediately above the stricken entry.

The community and county committeemen shall review the entries in columns (8), (9), and (10) of NCR-402 and determine whether any entry in column (10) is not representative of the farm. In making this determination, the committees should consider factors such as a change in type of farming operations, change in farm land, change in cropland acreage, drought, flood, and any other unusual conditions which may apply to the farm at the present time.

If it is determined that an entry in column (10) is not representative of the farm, the entry in column (10) shall be stricken through but not erased. In the event the history for a farm was stricken for 1939, it shall be carefully reviewed to determine whether the reason for striking the entry at that time is now applicable.

In case of a strikeover, the specific reason for striking the entry shall be recorded, signed by the community committee, initialed by a member of the county committee and placed in the 1940 farm file in order that the reason may be available for review by the Farmer Fieldman and for reference in case of an appeal.

Column 11.-- If the entry in column (10) has been stricken, enter in column (11) the adjusted soil-depleting history for the farm. In determining the adjusted soil-depleting history for the farm, the committees shall take into consideration the soil-depleting history for other farms in the community, which are comparable with respect to tillable acreage, type of soil, crop rotation practices, and topography. This adjusted soil-depleting history shall be determined as follows:

1. a. Compute the respective township ratio of soil-depleting crops to cropland by dividing the township total of column (10) (including stricken entries) by the total cropland for the township and enter the result in the head of column (11).
- b. Compute an indicated soil-depleting history for the farm by multiplying the cropland for the farm by the ratio computed in (a), above.
2. The stricken history for the farm and the indicated soil-depleting history determined in (1-b), above, shall constitute limitations within which the entry for column (11) must be established.
3. In the event the 1936-37 history is not available, enter in column (11) the indicated soil-depleting history determined in (1-b), above.

Column 12.-- Enter the NCR-203 indicated total soil-depleting acreage, which is obtained from NCR-309, column (10), except as otherwise provided in NCR-410PL.

Column 13.-- Enter the average of the entries in columns (10) and (12), except that:

1. If the entry in column (10) has been stricken, the entry in column (13) shall be the average of the entries in columns (11) and (12);
2. If the entry in column (10) is zero and not stricken, the entry in column (13) shall be zero.

Column 14.-- Enter the 1940 indicated total soil-depleting acreage allotment, which is obtained (except, as otherwise provided in NCR-410C) by multiplying the entry in column (13) by a factor, derived as follows:

Divide the total soil-depleting acreage allotment, supplied by the State committee for the county, by the county total of column (13). Enter this result, rounded to four decimal places, in the head of column (14).

Column 15.-- Enter the community committee recommended 1940 total soil-depleting acreage allotment. This entry may deviate from the entry in column (14) only when it is determined by the community committee, upon review of all factors which have been taken into consideration in deriving the entry in column (14), that such change is merited. The reasons for such change must be recorded and placed in the 1940 farm file, in order that they may be available for review by the Farmer Fieldman and for reference in case of an appeal.

Column 16.-- Enter the county committee recommended 1939 total soil-depleting acreage allotment. If, after a review of the recommendations of the community committee, it is determined that proper consideration was not given in determining the entry in column (15), the county committee shall recommend an allotment which, in their opinion, more equitably represents the total soil-depleting acreage allotment for the farm. Reasons for deviating from the entry in column (14) or (15), as the case may be, must be recorded and placed in the 1940 farm file in order that they may be available for review by the Farmer Fieldman and for reference in case of an appeal.

Column 17.-- Enter the county committee adjusted 1940 total soil-depleting acreage allotment, which will be obtained by multiplying the entry in column (16) by a factor, derived as follows:

Divide the 1940 total soil-depleting acreage allotment for the county by the county total of column (16). Enter this factor, rounded to four decimal places, in the head of column (17).

Column 18.-- This column will be used after special allotments and goals have been determined for all farms. The special allotments and yields should be entered in columns (42) to (47), inclusive, for each farm before proceeding in accordance with the following:

1. If the entry in column (17) is greater than 85 percent of the cropland on the farm, enter in column (18) the result obtained by multiplying the cropland on the farm by 0.85; except in counties having restoration land goals.

If, in counties having restoration land goals, the entry in column (17) is greater than either,

- (a) 85 percent of the corrected cropland entry plus restoration land on the farm, or

(b) the cropland entry in column (7),

the entry in column (18) will be the smaller of such items.

2. If the entry in column (17) is less than the total of all special soil-depleting acreage allotments for the farm, one or more of the special allotments other than wheat must be reduced, in order that the sum of the special allotments will not exceed the entry in column (17), except as otherwise provided in NCR-410C.

No other entries will be made in column (18) at this time.

Column 19.--- This column is reserved for use by the State committee.

B.-- Instructions for Determining Productivity Indexes, Columns (20) to (25); Inclusive.

Column 20.--- Enter the 1939 county committee recommended productivity index for the farm, which is obtained from form NCR-309, column (20). For a farm the identity of which differs from that of 1939, enter a dash.

Column 21.--- Enter the community committee recommended 1940 productivity index for the farm. This entry shall be that productivity indication which, in the opinion of the community committee, best reflects the present productivity of the farm. If it is determined that the entry in column (20) does not reflect an equitable productivity index for the farm, they shall enter in this column a recommended productivity index which more adequately represents the productivity of this farm as it compares with other farms in the community which are similar with respect to topography, type of soil, and productivity.

Column 22.--- Enter the county committee recommended 1940 productivity index for the farm. If, after review of the recommendations of the community committee, it is found that the proper determination was not made in column (21), the county committee shall enter in column (22) the productivity index which, in their opinion, best reflects the productivity of the farm.

Column 23.--- Enter in pencil the result, rounded to a whole number, obtained by multiplying each entry in column (17) by the respective entry in column (22). Obtain township and county totals of this column.

Column 24.--- Enter the result, rounded to a whole number, obtained by multiplying each entry in column (22) by the township adjustment factor entered in the head of column (24). Obtain such township adjustment factors as follows:

1. a. The county committee will determine the township productivity indexes to be used when making adjustments in the individual productivity indexes in the respective townships for 1940, by using as a guide the township check yields, township productivity indexes as determined under previous programs, soil maps, personal knowledge, and other related information.
- b. Multiply the township productivity indexes derived in the preceding step by the respective township totals of column (17) and obtain the county total of such extensions.
- c. Multiply the approved 1940 county productivity index by the county total of column (17).
- d. Scale the extensions obtained in step (b) so that the sum of the extensions resulting from multiplying such township productivity indexes by the respective township totals of column (17), is the same as the result obtained in step (c).

This adjustment of township productivity indexes shall be accomplished by the use of a supplemental form supplied by the State committee.

2. After such adjusted township productivity indexes and extensions have been approved by the State committee, proceed as follows:

Derive a factor by dividing each township adjusted extension obtained in step (1-d) by the respective township total of column (23). Enter the result, rounded to four decimal places, in the head of column (24) for each respective township.

Column 25.-- This column is reserved for use by the State committee.

Sec. II.-- CORN ACREAGE ALLOTMENTS AND NORMAL YIELDS.

- A. Instructions for Determining Corn Acreage Allotments, Columns (26) to (35), Inclusive.

Corn acreage allotments will be determined for all farms in the commercial corn area in 1940.

Column 26.-- Enter the 1939 corn acreage, which is obtained from NCR-317, Sec. IV, Item 1, column (h). If this information is not available, enter a dash.

Column 27.-- Enter the 1938 corn acreage, which is obtained from NCR-309, column (24). If this information is not available, enter a dash.

Column 28.-- Enter the 1936-37 average corn acreage for the farm, which is obtained from NCR-309, column (25). If the entry in column (25) of NCR-309 was stricken, transfer such stricken entry to this column and enter immediately above, in pencil, the adjusted acreage entered in column (26) of NCR-309. This penciled entry will be used by the committees when reviewing this column for purposes of the following instructions.

The county and community committees shall review the entries in columns (26), (27), and (28) of NCR-409 and determine whether any entry in column (28) is not representative of the farm. In making this determination, the committees should consider factors such as a change in type of farming operations, change in farm land, change in cropland acreage, drought, flood, and any other unusual conditions which may apply to the farm at the present time.

If it is determined that the entry in column (28) is not representative of the farm, the entry in column (28) shall be stricken through but not erased. In the event the corn history for a farm was stricken for 1939, it shall be carefully reviewed to determine whether the reason for striking the entry at that time is now applicable.

In case of a strikeover, the specific reason for striking the entry shall be recorded, signed by the community committee, initialed by a member of the county committee and placed in the 1940 farm file, in order that the reason may be available for review by the Farmer Fieldman and for reference in case of an appeal.

Column 29.-- If the entry in column (28) has been stricken, enter in column (29) the adjusted corn history for the farm. (Important: In counties in which areas are designated, it will not be possible to complete column (29) until column (30) is completed, in accordance with the instructions for such column.)

In determining the adjusted corn acreage history for the farm, the committees shall take into consideration the corn history for other farms in the community which are comparable with respect to tillable acreage, type of soil, crop rotation practices, and topography. The adjusted corn history shall be determined as follows:

1. For Counties within Which Areas are Designated.

- a. Compute the area ratio of the corn to cropland by dividing the area total of column (28) (including stricken entries) by the total cropland for the area, and enter the respective area ratios in the head of column (29) opposite the appropriate area letters.

- b. Compute an indicated corn history for the farm by multiplying the cropland by the appropriate area ratio.
 2. For Counties within Which Areas are not Designated.
 - a. Compute the respective township ratio of corn to cropland by dividing the township total of column (28) (including stricken entries) by the total cropland for the township, and enter such township ratio in the head of column (29).
 - b. Compute an indicated corn history for the farm by multiplying the cropland by the township ratio.
 3. The stricken entry in column (28) and the indicated history determined in 1 or 2 above, shall constitute limitations within which the entry for column (29) must be established.
 4. In the event that the 1936-37 history is not available, enter in column (29) the indicated corn history determined by application of the appropriate ratio.

Column 30.-- This column will be used only in counties in which there are two or more distinct types of land with respect to adaptation to the production of corn. In counties in which the county committee, with the approval of the State committee, determines that two or more different areas exist, the following instructions will be applicable.

The division of the county into areas on the basis of the adaptation of such areas to the production of corn will be determined as follows:

1. The county committee, with the assistance of the State committee, will indicate on a map of the county the approximate outline of the different areas determined upon the basis of the different adaptation of the respective areas to the production of corn by reference to aerial photographs, soil survey, or relief maps, when such maps are available, other similar information available in the county office, and the basis of their general knowledge of the topographic features of the county.

Ordinarily, the county will not be divided into more than two such areas. The areas so determined will be designated "Area A", "Area B," etc.

2. The community committeemen will then be instructed to determine, upon the basis of such outline map and their knowledge of the physical features of the several farms which have to do with the adaptation to the production of corn, in which of such areas the respective farms lie. The farms which lie in

a single area will be designated as "Area A," or "Area B," whichever is applicable. The county outline map will then be redrawn to show the outlines of the several areas to conform with the line of the bordering farms designated as lying within such areas.

The basis for the determination of the area in which the respective farms lie should reflect the adaptation of the land in the farm to the production of corn and should not reflect the individual history of the farm. Examples of the distinguishing characteristics of such areas are:

1. Overflow or river bottom lands, as distinguished from uplands.
2. In the western areas, hard lands adapted to the production of wheat, as distinguished from sandy lands especially adapted to the production of corn.

Column 31.-- Enter the NCR-203 indicated corn acreage allotment, which is obtained as follows:

1. For Counties in Which Areas have been Designated.
 - a. Obtain the area and county totals of column (12) and column (28) (including stricken entries) for the farms in each area in the county, as designated in column (30).
 - b. Obtain the percentage that the corn acreage in each area is of the total corn acreage in the county, by dividing each area total of column (28) by the county total of column (28).
 - c. Multiply the county corn acreage allotment supplied by the State committee by each percentage obtained in (b), above.
 - d. Obtain area factors by dividing each result obtained in (c), by the respective area total of column (12) and enter such factor in the head of column (31) opposite the appropriate area letter.
 - e. Multiply each entry in column (12) by the applicable area factor entered in the head of column (31) and enter the result in column (31).
2. For Counties in Which Areas have not been Designated.
 - a. Obtain the county total of column (12).
 - b. Derive a factor by dividing the county corn acreage allotment, supplied by the State committee, by the county total of column (12) and enter such factor in the head of column (31).

- c. Multiply each entry in column (12) by the factor entered in the head of column (31) and enter the result in column (31).

Column 32.-- Enter the average of the entries in columns (28) and (31), except that:

1. If the entry for column (28) has been stricken, the entry for column (32) shall be the average of the entries in columns (29) and (31).
2. If the entry in column (28) is zero and not stricken, the entry in column (32) shall be zero.

Column 33.--Enter the 1940 indicated corn acreage allotment for the farm. This entry will be obtained by multiplying the entry in column (32) by an adjustment factor, which is derived as follows:

Divide the 1940 county corn acreage allotment by the county total of column (32). Enter the result, rounded to four decimal places, in the head of column (33).

Column 34.-- The community and county committees shall review all cases in which the entries in column (33) are larger than the respective entries in column (28) or column (29) and all cases in which it is known that the farm is under contract to grow sweet corn for a canning factory in 1940 but was not under such contract in 1936 or 1937. If the entry in column (33) is larger than the respective entry in column (28) or column (29) and the committee determines that such allotment will not be utilized in 1940, they shall enter a recommended corn acreage allotment in column (34). This entry shall not be greater than the entry in column (33) nor less than the entry in column (28) or column (29) except, on farms where sweet corn is being grown under contract in 1940 and was not so grown in 1936 or 1937, the corn allotment may be less than would otherwise be established by an amount equal to the acreage contracted for the production of sweet corn.

The committees shall also enter a revised corn allotment in this column for any farm for which it is necessary to reduce the corn allotment in order that the special allotments will equal the total soil-depleting allotment, as set forth in the instructions for column (18).

No other entries are to be made in column (34) at this time.

Column 35.-- This column is reserved for use by the State committee.

B.--Instructions for Determining Normal Corn Yields, Columns (36) to (41), Inclusive.

Column 36.-- Enter the 1939 normal corn yield for the farm, which is obtained from NCR-309, column (38). For those counties which are in

the commercial corn area for the first time in 1940, obtain a preliminary corn yield by multiplying the 1940 county corn check yield by the county committee recommended productivity index for the farm. If the information is not available, enter a dash.

Column 37.-- Enter the community committee recommended 1940 normal corn yield for the farm. This entry shall be that corn yield which, in the opinion of the community committee, best reflects the farm's normal production per acre. If it is determined that the entry in column (36) does not reflect an equitable corn yield for the farm, they shall enter in this column a recommended corn yield which more adequately represents the relation of this farm to others in the community which are similar with respect to topography, type of soil, and productivity.

If reliable records of per acre yields of corn are available for the farm for the years 1930-39, inclusive, such information adjusted for trends in abnormal weather conditions should constitute the basis for the determination of the entry in column (37).

Column 38.-- Enter the county committee recommended 1940 normal corn yield for the farm. If, after reviewing the recommendations of the community committee, it is determined that proper consideration was not given in determining the entry in column (37), the county committee shall enter in column (38) the normal corn yield which, in their opinion, is equitable for the farm.

Column 39.-- Enter in pencil the result, rounded to a whole number, obtained by multiplying each entry in column (33) by the respective entry in column (38). Obtain township and county totals of these entries.

Column 40.-- Enter the result obtained by multiplying each entry in column (38) by the township adjustment factor entered in the head of column (40). Obtain such township adjustment factors as follows:

1. a. The county committee will determine the township corn yields to be used for making adjustments in the individual corn yields in the respective townships for 1940, by using as a guide the township check yields used in previous programs, soil maps, personal knowledge, and other related information.
- b. Multiply the township yields derived in (a) by the respective township totals of column (33) and obtain the county total of such extensions.
- c. Multiply the approved 1940 county corn check yield by the county total of column (33).
- d. Scale the extensions obtained in step (b) so that the sum of the extensions resulting from multiplying such township corn yields by the respective township totals of column (33) is the same as the result obtained in step (c).

This adjustment of township corn yields shall be obtained by the use of a supplemental form supplied by the State office.

2. After such adjusted township corn yields and extensions have been approved by the State committee, proceed by dividing each township adjusted extension obtained in (1-d) by the respective township total of column (39). The result should be rounded to four decimal places. Enter the adjustment factor thus obtained in the box head of column (40) for the respective township

Column 41.-- This column is reserved for use by the State committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 Agricultural Conservation Program

North Central Region

PROCEDURE FOR LISTING NONCROP OPEN
PASTURE LAND AND DETERMINING GRAZING
CAPACITIES IN THE RANGE COMBINATION AREA

In the area in which the range conservation program is combined with the agricultural conservation program, this listing will replace the range listing sheet formerly used to determine grazing capacities. In those instances in which a 1940 farm includes land formerly regarded as range land, the entries in columns (2) to (6), inclusive, of NCR-409, will reflect information which will be taken from Sections I, II, and III of form NCR-353 in addition to that obtained from NCR-309 in accordance with the instructions in NCR-410. Noncrop open pasture land data are to be listed on form NCR-409 for all farms in the range combination area. Any acreage properly designated as range land in 1939 will be considered non-crop open pasture land for purposes of this listing.

Instructions for Listing Data,
Columns (27) to (35), Inclusive.

Strike the headings in columns (27) to (35), inclusive, and enter in lieu thereof the following:

Column 27.--Other Land

Column 28.--1939 Noncrop Open Pasture Land

Column 29.--1940 Noncrop Open Pasture Land

Column 30.--1939 Grazing Capacity
(Acres per Animal Unit)

Column 31.--Recommended Grazing Capacity
(Acres per Animal Unit)

Column 32.--County Committee Approved Grazing Capacity
(Acres per Animal Unit)

Column 33.--Extension [(29) + (32)]

Column 34.--Extension [(33) x factor]

Column 35.--Adjusted 1940 Grazing Capacity
[(29) ÷ (34)]

Entries will be made in such columns for all farms, in accordance with the following instructions.

Column 27.--Enter the acreage devoted to waste land, roads, buildings, and other land which cannot be classified as noncrop open pasture land, cropland, or restoration land.

Column 28.--Enter the acreage of noncrop open pasture land which is obtained from either one or both of forms NCR-353 and NCR-303a. In each instance in which a part of the 1940 farm was considered as a ranch or as part of a ranch in 1939, a part or all of these data will be obtained from NCR-353, Section III, column (b); otherwise the information will be taken from NCR-303a, Section II, Item 14, column (b).

Column 29.--The county committee shall review the data in columns (5), (6), (7), (27), (28), and (50); and, upon completion of their examination of these columns, they shall enter the correct acreage of noncrop open pasture land in column (29). Caution shall be taken that the sum of the entries in columns (7), (27), (29), and (50) is equal to the respective entry in column (5). Obtain the county total of column (29).

Column 30.--Enter the 1939 appraised carrying capacity, which shall be obtained from form NCR-353, Section III, column (e). If no appraisal was made in 1939, enter a dash.

Column 31.--Enter the community committee or the range inspector recommended carrying capacity. The committee or the range inspector shall determine a carrying capacity for each farm for which a dash is entered in column (29) or for which the entry in column (29) is determined to be in error, by comparison with the normal carrying capacity established for similar noncrop open pasture land in the county and consideration of such factors as vegetation, soil type, and topography.

Column 32.--Enter the county committee approved carrying capacity, which shall differ from the entry in column (31) only in those instances in which it is determined by the county committee that proper consideration was not given to the factors affecting the carrying capacity of the noncrop open pasture land.

Column 33.--Enter the result, rounded to one decimal place, obtained by dividing the entry in column (29) by the entry in column (32). Obtain the county total of this column.

Column 34.--Enter the result, rounded to one decimal place, obtained by multiplying the entry in column (33) by a factor derived as follows:

1. Divide the county total of column (29) by the approved county carrying capacity.
2. Divide the result obtained in (1) above by the county total of column (33) and round the result to four decimal places.

Enter this factor in the head of column (34).

Column 35.--Enter the 1940 adjusted carrying capacity, which shall be derived by dividing the entry in column (29) by the respective entry in column (34).

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 Agricultural Conservation Program North Central Region

PROCEDURE FOR SPLITTING FARMS AFTER
THE 1940 ALLOTMENTS AND YIELDS ARE DETERMINED

After the total soil-depleting and special allotments are determined and approved by the State committee, there will be instances in which it will be necessary to split farm allotments. Total soil-depleting allotments and special allotments other than wheat will be split in accordance with the following procedure. Wheat allotments will be split in accordance with instructions contained in NCR-410W, Section III.

The productivity index and yields determined for the original farm will be applicable to each of the component parts for 1940, unless the county committee determines that such productivity index or yield does not properly represent the productivity for each of the component parts. In such instances, the committee may determine the productivity index or yield which best represents each tract; provided, that the weighted productivity index or yields for the component parts do not exceed the productivity index or yield for the original farm.

Farm allotments will not be split after May 1, 1940, and all split farm listing sheets will be transmitted to the State office by May 15, 1940.

Total Soil-Depleting and Corn Allotments

Prepare a supplemental listing sheet by labeling a form NCR-409 "Supplemental Listing Sheet - Split Farms."

I.--For each farm for which the 1940 allotments must be split in order that such allotments may conform with the proper identities, entries will be made as follows:

A.--List in red in the appropriate columns the farm identification, the farm land, and the cropland, the history data from columns (8), (9), and (10); the NCR-203 indicated acreage; the approved 1940 total soil-depleting allotment; and the productivity data from columns (22), (23), and (24). For farms having corn allotments, also list the history data from columns (26), (27), and (28); the approved 1940 corn allotment; and the yield data from columns (38), (39), and (40).

B.--List in black on consecutive lines immediately below the red entries the new farm identification, farm land, and cropland for the component parts. The new 1940 farm number will be the next number available in the respective township listing.

C.--Obtain a ratio by dividing the cropland acreage for each of the component parts by the cropland acreage of the original farm. Enter such ratio in a convenient blank column.

D.--Compute the 1940 total soil-depleting and corn allotments for each of the component parts by multiplying the allotments established for the original farm by the respective ratio obtained in the preceding step.

E.--For purposes of reference, the history acreages shall be determined for each of the respective parts by applying the cropland ratio determined in (C) to the respective acreages listed for the original farm.

F.--Enter the productivity index and yield data in the respective columns for each component part.

II.--If the county committee determines that, due to unusual conditions, obvious inequities will result if allotments are apportioned on the ratio basis, allotments may be established for the component parts as follows:

A.--List in red all data for the original farm.

B.--List in black on consecutive lines immediately below the red entries the data for columns (1) to (12), inclusive, and (26) to (31), inclusive, for each of the component parts.

C.--Determine the entries for columns (13) to (16), inclusive, and column (32) for each of the component parts in accordance with the instructions contained in NCR-410 for these columns. In making computations in connection with these columns, the respective factors used on NCR-409 for regular farms will be applicable.

D.--To determine the total soil-depleting allotment, divide the red entry in column (19) by the total of the black entries in column (16) and enter the result, rounded to three decimal places, in column (17) after the red entry in

column (16). Compute the allotment for each of the component parts by multiplying each of the black entries in column (16) by the factor entered in column (17), and enter the result in column (17).

E.--To determine the corn allotment, divide the red entry in column (35) by the total of the black entries in column (32) and enter the result, rounded to three decimal places, in column (33) after the red entry in column (32). Compute the allotment for each of the component parts by multiplying each of the black entries in column (32) by the factor entered in column (33) and enter the result in column (33).

F.--Enter the productivity index and yield data in the respective columns for each component part.

III.--If the county committee finds that the acreage seeded to winter wheat on the original farm was within the allotment for the farm that must be split, they may apportion the allotments for the component parts determined in accordance with the preceding instructions on any other basis they deem necessary; providing, however, that a statement signed by all persons having an interest in the crops on the original farm is furnished the county committee giving prior approval of the distribution of the allotments. In such cases, encircle in red the allotments determined for each component part and enter directly above such encircled entries the new allotments.

In determining the allotments for each component part of the farm, the allotments for the component parts shall not exceed the respective allotments for the original farm except as otherwise provided for the small farm adjustment in determining allotments for cotton, tobacco, potatoes, and commercial vegetables.

The NCR-203 indication will be derived by completing a new form NCR-203 for each component part and adjusting the indication derived on such form by application of any township or county adjustment factors applied to the NCR-203 indications on NCR-209, columns (12) to (16), inclusive.

In all cases where one or more of the special soil-depleting allotments are split, make the proper entries on the regular supplemental listing sheet for split farms, in columns (42) to (47), inclusive, whichever are applicable.

The instructions contained in NCR-410 for determining the entry for column (18) shall be applicable for the adjustment of the total soil-depleting allotment for each component part.

After approval by the State committee, delete the entries for the original farm on NCR-409 and indicate the disposition thereof.

Noncrop Open Pasture Land and Grazing Capacities
in the Range Combination Area

For each farm having noncrop open pasture land in the range combination area, which is split in accordance with the preceding instructions, entries will be made as follows:

A.--List in red the noncropland and grazing capacity data from columns (27) to (35), inclusive.

B.--List in black on consecutive lines immediately below the red entries the acreage data for columns (27) and (29) and the grazing capacity data for columns (31) to (35), inclusive, for each component part.

In determining the entries for each component part, the sum of the acreage entries and the weighted average grazing capacity for the component parts shall not exceed the respective entries for the original farm.

Tracts of land consisting solely of noncrop open pasture land may be split from farms after May 1, 1940, but not later than July 1, 1940. Instructions for splitting this noncrop open pasture land after May 1, 1940, will be released at a later date.

Potato and Commercial Vegetable Allotments

Prepare a supplemental listing sheet for potatoes or commercial vegetables by properly identifying a form NCR-409P "Supplemental Listing Sheet - Split Farms."

In the case of a commercial vegetable farm in Indiana, Michigan, or Ohio, the term "3 acres" shall be changed to "1 acre" each time it appears in the following instructions.

For each farm having a potato or commercial vegetable allotment, which is split in accordance with the preceding instructions, entries will be made as follows:

A.--List in red the data for columns (1) to (20), inclusive, for the original farm.

B.--List in black on consecutive lines immediately below the red entries the data for columns (1) to (8), inclusive, for each component part.

C.--Determine the entries for columns (9) to (12),

inclusive, for each of the component parts in accordance with the instructions for these columns in NCR-410P or NCR-410V, whichever is applicable. The sum of the allotments for the component parts shall not exceed the allotment for the original farm by an amount in excess of the acreage which may be accounted for by the 3 acre provision.

D.--Enter the yield data in the respective columns for each component part.

After approval by the State committee, delete the entries for the original farm on NCR-409P and indicate the disposition thereof.

Tobacco Allotments

Prepare a supplemental listing sheet by labeling a form NCR-409T "Supplemental Listing Sheet - Split Farms."

For each farm having a tobacco allotment which is split in accordance with the preceding instructions, entries will be made as follows:

A.--List in red all data for the original farm.

B.--List in black on consecutive lines immediately below the red entries the data for columns (1) to (7), inclusive, for each of the component parts. Determine the entries for columns (8) to (13), inclusive, in accordance with the instructions contained in NCR-410T for such columns. However, the sum of the entries for the component parts as determined for columns (11), (12), and (13) shall not exceed the respective entries for the original farm.

C.--Determine the entry for column (14) for each of the component parts in accordance with the instructions for this column in NCR-410T.

D.--Determine the entries for columns (17) to (21), inclusive, for each component part.

After approval by the State committee, delete the entries for the original farm on NCR-409T and indicate the disposition thereof.

Cotton Allotments

Prepare a supplemental listing sheet by labeling a form NCR-409C "Supplemental Listing Sheet - Split Farms."

For each farm having a cotton allotment which is split in accordance

with the preceding instructions, entries will be made as follows:

- A.--List in red in the appropriate columns the farm identification, the acreage history data from columns (5) to (11), inclusive, the adjusted cropland from column (15), and the final adjusted acreage allotment from column (33).
- B.--List in black on consecutive lines immediately below the red entries the farm identification determined on NCR-409 for the respective parts.
- C.--Obtain a ratio by dividing the adjusted cropland acreage for each of the component parts by the adjusted cropland acreage of the original farm. Enter such ratio in a convenient blank column.
- D.--Compute the 1940 final adjusted allotment for each of the component parts by multiplying the allotment established for the original farm by the respective ratio obtained in the preceding step.
- E.--For purposes of reference and to allow for the adjustment for small farms, the history acreages shall be determined for each of the respective parts by applying the cropland ratio determined in (C) to the respective acreages listed for the original farm.
- F.--If the adjusted allotment computed for one of the component parts is less than 5 acres and also less than the respective entry in column (11), strike the computed entry and enter the smaller of the entry in column (11) or 5 acres.
- G.--Enter the yield data in the respective columns for each component part.

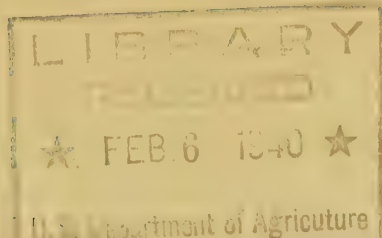
After approval by the State committee, delete the entries for the original farm on NCR-409C and indicate the disposition thereof.

Restoration Land

If an acreage of restoration land has been established for a farm which is split in accordance with the preceding instructions, entries will be made as follows:

- A.--List in red all data for the original farm.
- B.--List in black on consecutive lines immediately below the red entries the 1940 restoration land for each component part.

The sum of the entries for the component parts must equal the entry for the original farm.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 Agricultural Conservation Program

North Central Region

INSTRUCTIONS FOR DETERMINING 1940 COTTON
ACREAGE ALLOTMENTS AND NORMAL YIELDS

General Instructions

The general instructions issued in NCR-410 are applicable to the listing of cotton data.

In those counties which are divided into administrative areas for the purpose of determining farm cotton acreage allotments and normal yields, substitute the words "administrative area" for the word "county" each time it appears in Sections I, II, and III.

Instructions contained in Section III are applicable only to farms which will produce cotton in 1940, but which did not produce cotton in any of the years 1937, 1938, and 1939.

The county committee shall give public notice not later than January 1, 1940, that allotments are being determined for the 1940 cotton crop and that any person receiving an allotment for a farm on which there was no cotton planted in 1937, 1938, or 1939, shall have submitted a written request to the county committee not later than February 1, 1940.

SECTION I.--INSTRUCTIONS FOR DETERMINING COTTON ACREAGE ALLOTMENTS,
COLUMNS (1) to (34), INCLUSIVE

Column 1.--Enter the 1940 farm number, which is obtained from NCR-409, column (1).

Column 2.--Enter the 1939 farm number, which is obtained from NCR-409, column (2).

Column 3.--Enter the name of the title owner, which is obtained from NCR-409, column (3).

Column 4.--This column is for the convenience of the county committee and may be used when the information is available.

Column 5.--Enter the 1937 adjusted cotton acreage, which is obtained from NCR-309c, column (5).

Column 6.--Enter the higher of the adjusted acreages for the years 1936 and 1937, which is obtained from column (4) or (5) of NCR-309c. In those few cases in which the committee finds that the adjusted acreage of cotton in 1935 is higher than the adjusted acreage in 1936 and 1937, enter above such entry the 1935 adjusted acreage and encircle it.

Column 7.--Enter the 1938 planted cotton acreage, which is obtained from NCR-309c, column (6).

Column 8.--Enter the 1938 adjusted acreage, which shall not be in excess of an amount determined as follows:

1. Subtract from the entry in column (6) the respective entry in column (7).
2. Multiply the entry in column (6) by 0.50.
3. Obtain the sum of the entry in column (7) and the smaller of the results obtained in (1) or (2) above.

In cases where there are two entries for the farm in column (6), the encircled entry will be used in making the determination in column (8).

Column 9.--Enter the 1939 planted cotton acreage, which is obtained from NCR-317, Section IV, Item 4, column (h). If no cotton was planted in 1939, enter a zero.

Column 10.--Enter the 1939 adjusted acreage, which shall not be in excess of an amount determined as follows:

1. Subtract from the higher of the entries in column (6) or column (8) the respective entry in column (9).
2. Multiply the higher of the entries in column (6) or column (8) by 0.50.
3. Obtain the sum of the entry in column (9) and the smaller of the results obtained in (1) or (2) above.

In cases where there are two entries for the farm in column (6), the unencircled entry will be used in making the determination in column (10).

Column 11.--Enter the highest of the respective entries in columns (5), (8), and (10).

Obtain the county total of column (11).

Column 12.--If the entry in column (11) is less than five acres, transfer such entry to column (12). Enter a dash for all other farms. Obtain the county total of column (12).

Column 13.--Enter five acres for each farm for which a dash was entered in column (12). Enter a dash for all other farms. Obtain the county total of column (13).

Column 14.--Enter the cropland acreage, which is obtained from NCR-409, column (6).

Column 15.--Enter the adjusted cropland. This entry will be determined by subtracting from the entry in column (14) the acreage not tilled annually or in regular rotation. Land not planted prior to 1939 must have been planted in 1939 to be considered cropland.

Column 16.--Enter the acreage of cropland devoted to the production of wheat and tobacco. Such entry shall be the sum of (1) the 1940 wheat acreage allotment multiplied by 1.14 and (2) the 1939 tobacco acreage allotment multiplied by 1.50.

Column 17.--Enter in this column the acreage derived by subtracting the entry in column (16) from the respective entry in column (15). Encircle the entry in column (17) for each farm for which the respective entry in column (13) is a dash. Obtain the county total of the encircled, the unencircled, and of all entries in column (17).

Column 18.--Enter the result obtained by multiplying each unencircled entry in column (17) by a first adjustment factor, which is derived as follows:

1. Multiply the basic county cotton acreage allotment by 99.5 percent.
2. Obtain the sum of the county totals of columns (12) and (13). Subtract this sum from the result obtained under (1).
3. Multiply the result obtained in (2) by 0.03. This result is the maximum acreage which may be used in adjusting allotments of less than 15 acres. Enter the result in the head of column (24).
4. Subtract the county total of column (12) from the result obtained under (1) above. Enter the remainder in the last total line of column (18) on the last sheet for the county. This remainder is the acreage to be apportioned in column (18).
5. Divide the acreage obtained under (4) by the county total of the unencircled entries in column (17). The result of this division (rounded to four decimal places) is the factor to be used in deriving the entries for column (18) and shall be entered in the head of such column.

Obtain the county total of column (18). This total should equal the acreage entered in the last total line of column (18), except for any slight difference which may result from the rounding of fractions.

Column 19.---Enter a preliminary adjusted acreage allotment determined as follows:

1. If the entry in column (18) is less than 5.0, enter 5.0 in column (19).
2. For all other farms for which there is an entry in column (18), enter the smaller of the respective entries in column (11) or (18).

Obtain the county total of column (19).

Column 20.---This column will be used in accordance with the following instructions. No entry will be made at this time if the county total of column (19) is equal to or greater than the county total of column (18) minus the entry in the head of column (24), or if the county total of column (19) is equal to or less than 100.5 percent of the county total of column (18).

1. If the county total of column (19) is less than the county total of column (18) by an amount greater than the entry in the head of column (24), enter the result obtained by multiplying the respective unencircled entries in column (17) by a second adjustment factor derived as follows:
 - a. Subtract the county total of column (19) from the county total of column (18).
 - b. Encircle the entries in column (18) which equal or exceed the respective entries in column (11). Obtain the total of such encircled entries. Enter such total below the total of column (18) and encircle it.
 - c. Subtract the total of the encircled entries from the total of all entries in column (18).
 - d. Obtain the sum of (a) and (c).
 - e. Divide the amount obtained under (d) by the amount obtained under (c).
 - f. Multiply the factor obtained under (e) by the factor in the head of column (18). Enter this result, rounded to four decimal places, in the head of column (20).
2. If the county total of column (19) is greater than 100.5 percent of the county total of column (18), enter the result obtained by multiplying the unencircled entries in column (17) by a second adjustment factor derived as follows:
 - a. Subtract the county total of column (18) from the county total of column (19).

- b. Add to the amount obtained under (a) an amount equal to 50 percent of the acreage entry in the head of column (24).
- c. Encircle the entries in column (18) which are less than 5 and obtain the total of such encircled entries. Enter such total below the total of column (18) and encircle it.
- d. Subtract from the county total of column (18) the encircled entry below the county total of column (18).
- e. Subtract the amount obtained under (b) above from the amount obtained under (d).
- f. Divide the amount obtained under (e) by the amount obtained under (d) above.
- g. Multiply the factor obtained under (f) by the factor in the head of column (18). Enter this result, rounded to four decimal places, in the head of column (20).

Obtain the county total of column (20).

Column 21.--Enter a preliminary adjusted acreage allotment determined as follows:

1. If the entry in column (20) is less than 5.0, enter 5.0 in column (21).
2. For all other farms for which there is an entry in column (20), enter the smaller of the respective entries in column (11) or (20).

Obtain the county total of column (21).

Column 22.--If the county total of column (21) is less than the county total of column (18) minus the entry in the head of column (24), or if the county total of column (21) is greater than 100.5 percent of the county total of column (18), derive a third adjustment factor by the procedure outlined for deriving the second adjustment factor. Enter such factor, rounded to four decimal places, in the head of column (22).

Before making entries in column (22), derive a county cotton factor by dividing 99.5 percent of the basic county cotton acreage allotment by the county total of column (17). Enter such factor, rounded to four decimal places, in the head of column (22) and encircle it.

If the county cotton factor is greater than the final adjustment factor, multiply the entry in column (17) by the county cotton factor and enter the result in column (22).

If the county cotton factor is equal to or less than the third adjustment factor, multiply the entry in column (17) by the third adjustment factor, which will also be entered in the head of column (22), and enter the result in column (22).

Column 23.---Enter a preliminary adjusted acreage allotment, which is determined as follows:

1. If the entry in column (22) is less than 5.0, enter 5.0 in column (23).
2. For all other farms for which there is an entry in column (22), enter the smaller of the respective entries in column (11) or (22).

Note: Before making entries in column (24), the county cotton factor shall have been determined and used in the manner set forth in the instructions for column (22) if such factor is higher than the factor entered in the head of column (20), or (18) if there is no entry in column (20).

Column 24.---Enter the county committee adjustments for farms for which allotments of less than 15 acres have been determined. The acreage which may be used in making such adjustments will be determined as follows:

Obtain the difference between 100.5 percent of the county total of column (18) and the sum of the final preliminary adjusted acreage allotments in column (23), (21), or (19), as the case may be, provided, such acreage shall not be in excess of the acreage previously entered in the head of column (24).

The farm adjustments in column (24) shall not increase the allotment for any farm above 15 acres or the respective entry in column (11), whichever is smaller. In making such adjustments, consideration shall be given to land, labor, and equipment available for the production of cotton, crop rotation practices, and other physical facilities affecting the production of cotton.

Column 25.---Enter for all farms an acreage allotment, which is obtained as follows:

1. Enter the sum of the respective entry in column (24) and the final preliminary adjusted acreage allotment in column (23), (21), or (19), as the case may be.
2. Enter the final preliminary adjusted acreage allotment in column (23), (21), or (19), as the case may be, when no entry has been made in column (24).

3. For any farm for which a dash was entered in column (13), enter in column (25) the respective entry in column (12).

Obtain the county total of column (25). When such total is obtained, the State committee shall be advised immediately of the adjustment factors determined for columns (13), (20), and (22), the county cotton factor determined in accordance with the instructions in column (22), and the totals of columns (11) and (25). The State committee shall also be advised as to which factor was used in determining the final preliminary acreage allotments.

Column 26.--Enter in the head of this column the supplemental allotment furnished by the State committee. After completing columns (28), (29), and (30), this acreage may be apportioned to farms within the county by entering in column (26) for each farm, the acreage which the allotment as indicated in columns (25) and (30) is found to be inadequate and not representative in view of the past production on the farm.

In determining which farm allotments are inadequate, the committee should consider first those farms receiving allotments which represent the smallest percent of the acreages in column (11).

The additional allotment in column (26) plus the allotment in column (25) should not increase the allotment for any farm above the acreage for such farm in column (11) or column (29), whichever is smaller.

Column 27.--For each farm for which there is an entry in column (26), enter the sum of the respective entries in columns (25) and (26).

Column 28.--Enter for all farms for which entries have been made in column (13), 50 percent of the entry in column (5).

Column 29.--Enter for all farms for which entries have been made in column (13) 40 percent of the entry in column (15).

Column 30.--Enter for each farm the smaller of the respective entries in columns (28) and (29).

Column 31.--Enter the acreage allotment released in accordance with the following procedure:

The cotton acreage allotment established for a farm under the 1940 Agricultural Conservation Program may be released in whole or in part if all producers interested in the production of cotton on the farm agree in writing to release such acreage.

By so doing, the total soil-depleting allotment will automatically be increased by 3.6 acres for each ten acres of cotton acreage allotment released. However, county committees should be careful to inform producers releasing a portion or all of their cotton acreage allotments that they will not receive any price adjustment payments or agricultural conservation payments with respect to cotton which would otherwise be made to them in connection with the acreage released.

The form recommended for release of acreage in 1939 shall be used in 1940 by striking through 1939 and 1940 in each place that they appear upon the form and inserting 1940 and 1941, respectively, in lieu thereof.

Obtain the county total of column (31) and notify the State committee of the amount of such acreage released.

Column 32.---The committee shall apportion in this column the acreage recommended by the State committee for reapportionment.

Column 33.---Enter for each farm the largest of the entries in columns (25), (27), and (30). Obtain the county total of column (33).

Column 34.---This column is reserved for the use of the State committee.

SECTION II.---INSTRUCTIONS FOR DETERMINING NORMAL COTTON YIELDS,
COLUMNS (35) to (47), INCLUSIVE

Columns 35 to 39, inclusive---If reliable records of the actual average yield per acre of lint cotton are available for any of the years 1935 to 1939, inclusive, for a farm, columns (35) to (39) will be used for recording the applicable data. For years in which actual yield data are not available, enter a dash in the appropriate column. If the records for the five years are available, the county committee may adjust upward the yield for any year, due to abnormal weather conditions, by a percent not in excess of the percent by which the county average yield for such year is less than the county average yield for the years 1935 to 1939, inclusive. Any entry so adjusted will be stricken through and the adjusted yield will be entered immediately above.

Records to be considered reliable must be based upon gin records or other accurate records of the amount of cotton, and the cotton acreage must be based on measurements made under the direction of the Agricultural Adjustment Administration or by a qualified private surveyor.

Column 40.---If there is an unadjusted actual yield entry in each of the columns (35) to (39), inclusive, the entry in column (40) will be the simple average of the respective entries in such columns. If there is a dash or an adjusted entry in one or more of such columns, a dash will be entered in column (40).

Column 41.---This column will not be used at this time.

Column 42.---Enter the 1939 normal cotton yield for the farm, which is obtained from NCR-309c, column (41).

Column 43.---Enter the community committee recommended normal cotton yield for the farm for farms for which the entry in column (40) is a dash. This entry should agree with the entry in column (42), except when it is determined by the community committee that the 1939 normal yield is not applicable in 1940. The community committee shall determine a normal yield for the farm on the basis of all available facts, including the yields customarily secured on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land. Such normal yield shall be a yield which reasonably could have been expected on the farm for the years 1935 to 1939, inclusive. Enter a dash in this column if the entry in column (40) is not a dash.

Column 44.---Enter the county committee recommended normal cotton yield for the farm. If, after review of the recommendations of the community committee, the county committee determines that the entry in column (43) does not constitute an equitable yield for the farm, they shall enter their recommended yield in column (44). If a dash is entered in column (43), enter a dash.

Column 45.---Enter in pencil the result, rounded to a whole number, which is obtained by multiplying each entry in column (33) by the corresponding entry in column (44). If the entry in column (44) is a dash, enter in pencil the result, rounded to a whole number, obtained by multiplying each entry in column (33) by the corresponding entry in column (40), and encircle it. Obtain the county totals of all entries and the encircled entries in column (45).

Column 46.---Enter the result obtained by multiplying each entry in column (44) by an adjustment factor, which is obtained as follows:

1. Multiply the county cotton check yield by the county total of column (33).
2. Subtract from the entry obtained under (1) the total of all encircled entries in column (45).
3. Subtract from the total of all entries in column (45) the total of the encircled entries in column (45).

4. Divide the amount obtained under (2) by the amount obtained under (3).

Enter this result, rounded to four decimal places, in the head of column (46).

If the entry in column (44) is a dash, enter in column (46) the respective entry in column (40).

Column 47.---This column will not be used at this time.

SECTION III.--INSTRUCTIONS FOR DETERMINING COTTON ACREAGE ALLOTMENTS
AND NORMAL YIELDS FOR NEW FARMS, COLUMNS (1) to (47),
INCLUSIVE

For the purpose of the instructions contained herein, a new cotton farm shall be one for which a cotton acreage allotment will be established in 1940, but on which cotton was not planted in 1937, 1938, or 1939. All farms for which allotments are requested should be listed and treated in accordance with the following instructions. List such farms on NCR-409C labeled "New Cotton Farms" and determine the 1940 allotments for this group after completing the county office procedure for regular cotton farms.

Columns 1 to 4, inclusive.---The entries for these columns will be determined in accordance with the instructions for such columns in Section I.

Columns 5 to 12, inclusive.---These columns will not be used at this time.

Column 13.---Strike the heading and enter the words "Requested Allotment" in the head of column (13). Enter the acreage of cotton allotment requested for the farm.

Columns 14, 15, and 16.---The entries for these columns will be determined in accordance with the instructions for columns (14), (15), and (16) in Section I.

Column 17.---Enter in this column the acreage derived by subtracting the entry in column (16) from the respective entry in column (15). Obtain the county total of column (17).

Column 18.---Enter the final adjustment factor in the head of column (18), which was computed for column (22), (20), or (18), as the case may be, in accordance with the instructions in Section I. Enter the result in column (18), which is obtained by multiplying each entry in column (17) by the factor in the head of column (18).

Column 19.---Enter the smaller of the respective entries in columns (13) and (18). Encircle those entries which are taken from column (13).

Obtain county totals of the encircled entries and the unencircled entries and immediately notify the State committee of the amounts of such totals and the number of farms represented by each total. The State committee will consider the data submitted and their relationship to comparable data submitted for other counties within the State, and determine a total cotton acreage allotment for new cotton farms in the county.

Column 20.--Enter the adjusted new cotton farm allotment which is obtained by multiplying the respective entry in column (19) by a factor derived by dividing the State committee approved county allotment for new farms by the county total of all entries in column (19). Enter such factor in the head of column (20). Obtain a county total of column (20).

Columns 21 to 24, inclusive.--These columns will not be used at this time.

Column 25.--Enter the smaller of the respective entries in columns (13) and (20).

Columns 26 to 42, inclusive.--These columns will not be used at this time.

Column 43.--Enter the community committee recommended normal yield for the farm. Such normal yield shall be determined on the basis of the normal yield customarily obtained on farms which are similar with respect to type of soil, drainage, production practices, and general fertility of the land. Such normal yield shall be a yield which reasonably could have been expected on the farm for the years 1935 to 1939, inclusive.

Column 44.--Enter the county committee recommended normal cotton yield for the farm. If, after review of the recommendations of the community committee, the county committee determines that the entry in column (43) does not reflect an equitable yield for the farm, they shall enter their recommended yield in column (44).

Column 45.--This column will not be used at this time.

Column 46.--Enter in the head of column (46) the factor which was applied to obtain the entries in column (46) in accordance with the instructions in Section II. Enter the result in column (46) which is obtained by multiplying each entry in column (44) by the factor in the head of column (46).

Column 47.--This column will not be used at this time.

The final new cotton farm acreage allotment will be the smaller of:

1. The allotment computed for the farm at this time, or
2. The acreage determined to have been planted to cotton on the farm in 1940.

After a check of performance has been completed on new cotton farms, columns (24) and (33) of the new cotton farms listing sheet will be used in accordance with the following:

1. Strike the heading and enter the words "1940 Planted Acreage" in the head of column (24), and enter in such column the acreage planted to cotton on each new farm.
2. Enter in column (33) the smaller of the entries in columns (24) and (25).

SECTION IV.--INSTRUCTIONS FOR DETERMINING TOTAL SOIL-DEPLETING ACREAGE ALLOTMENTS FOR COTTON FARMS--1940 REGULAR LISTING SHEET, NCR-409

Column 44.---Enter on the Regular listing sheets, NCR-409, the final adjusted cotton acreage allotment, which is obtained from NCR-409C, column (33).

Column 49.---Enter an amount determined by multiplying each entry in column (44) by 0.36. This entry represents the average cotton acreage adjustment required in excess of the average general soil-depleting acreage adjustment. Obtain the county total of column (49).

Column 14.---Enter the 1940 indicated total soil-depleting acreage allotment, which is obtained by multiplying each entry in column (13) by a factor derived as follows:

1. Obtain the sum of the total soil-depleting acreage allotments for the county and the county total of column (49).
2. Divide the sum obtained under (1) by the county total of column (13).

Enter the result in the head of column (14).

Column 50.---Enter in column (50) an amount derived by subtracting the entries in column (49) from the respective entries in column (14).

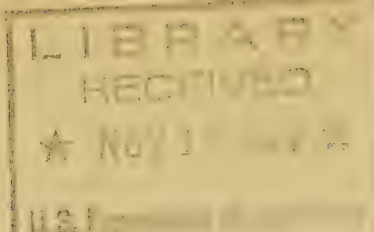
Column 15.---Enter the community committee recommended 1940 total soil-depleting acreage allotment. This entry may deviate from the entry in column (50) when it is determined by the community committee upon review of all factors which have been taken into consideration in deriving the entries in columns (14) and (50) that such change is merited. Reasons for such change must be recorded and placed in the 1940 file in order that they may be available in the case of an appeal or for other future reference.

Columns 16 and 17.---Instructions as set forth in NCR-410, Section I, will be applicable in counties having cotton acreage allotments.

Column 18.--This column will be used after special allotments have been determined for all farms. The special allotments and yields should be entered in columns (42) to (47), inclusive, for each farm before proceeding in accordance with the following:

1. If the entry in column (17) is greater than 85 percent of the cropland on the farm, enter in column (18) the larger of (a) the result obtained by multiplying the cropland on the farm by 0.85 or (b) the entry in column (44).
2. In the case of a cotton farm, if the entry in column (17) is less than the sum of all special soil-depleting acreage allotments determined for that farm, enter in column (18) the smaller of (a) the sum of the special allotments or (b) 85 percent of the cropland; except, if the amount thus determined is less than the entry in column (44), enter the latter in column (18).
3. In the case of any other farm, if the entry in column (17) is less than the sum of all special allotments determined for a farm, adjust downward one or more of the special allotments other than wheat, in order that the sum of the special allotments will not exceed the entry in column (17).

No other entries will be made in column (18) at this time.



Issued October 15, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 Agricultural Conservation Program

North Central Region

INSTRUCTIONS FOR DETERMINING 1940 POTATO
ACREAGE ALLOTMENTS AND NORMAL YIELDS

General Instructions

In the commercial potato area, potato acreage allotments will be determined for all farms on which the acreage normally planted to potatoes is three acres or more, and for farms adapted to the production of potatoes and operated by persons who normally grow three acres or more of potatoes. The data for all farms for which potato acreage allotments are to be determined will be listed on NCR-409P. The general instructions in NCR-410 are applicable to the listing of data on NCR-409P. The words "Commercial Vegetables" will be stricken from the heading of the listing sheets.

SECTION I.--INSTRUCTIONS FOR DETERMINING POTATO ACREAGE ALLOTMENTS,
COLUMNS (1) to (14), INCLUSIVE

Column 1.--Enter the 1940 farm number, which is obtained from NCR-409, column (1).

Column 2.--Enter the 1939 farm number for each farm, which is obtained from NCR-409, column (2).

Column 3.--Enter the name of the title owner, which is obtained from NCR-409, column (3).

Column 4.--This column is for the convenience of the county committee and may be used when the information is available.

Column 5.--Enter the 1939 potato acreage allotment, which is obtained from NCR-309a, column (12). For any farm for which a potato acreage allotment is to be determined for the first time in 1940, or which differs in identity from that of 1939, enter a dash.

Column 6.--Enter the 1939 planted potato acreage, which is obtained from NCR-317, Section IV, Item 4, column (h). If this information is not available, enter a dash. If no potatoes were planted on the farm in 1939, enter a zero.

Column 7.--Enter the 1938 planted potato acreage, which is obtained from NCR-309a, column (5). If a dash was entered in NCR-309a, column (5), enter a dash.

Column 8.--Enter the adjusted usual acreage of potatoes, which is obtained from NCR-309a, column (7). For a farm the identity of which differs from that of 1939, this information will be obtained from the Reconstituted Farms listing sheet. If the 1935-37 average acreage history was determined by applying a ratio to the adjusted average acreage for the original farm, the results so obtained for each 1940 farm will be entered in this column. If, for such farm, the acreage history for each of the years 1935, 1936, and 1937 was determined on a "history" basis, the resulting acreages must be averaged and adjusted by application of the factor applied to the average history of the original farm on NCR-309a, column (7), before the adjusted usual acreage is entered.

Column 9.--Enter the community committee recommended 1940 potato acreage allotment. This entry should be that acreage which, in the opinion of the community committee, best represents the farm's equitable share of the 1940 county potato acreage allotment. In making this determination, the community committee should take into consideration the potato production facilities, adaptation of the soil to the production of potatoes, and the acreage of potatoes customarily grown on the farm.

Column 10.--Enter the county committee recommended 1940 potato acreage allotment. If, after a review of the recommendations of the community committee, the county committee determines that the entry in column (9) does not represent the farm's equitable share of the 1940 county potato acreage allotment, they shall enter in column (10) a recommended potato acreage allotment which, in the opinion of the county committee, more adequately represents the farm's equitable share of the county allotment.

Column 11.--Enter the county committee adjusted potato acreage allotment for 1940. If the total of all entries in column (10) is equal to or less than the 1940 county potato acreage allotment, transfer all entries in column (10) to column (11). If the total of all entries in column (10) is greater than the county potato acreage allotment, the entries in column (11) will be determined by multiplying the entries in column (10) by a factor derived as follows:

Divide the 1940 county potato acreage allotment by the county total of column (10). Enter this factor, rounded to four decimal places, in the head of column (11).

Column 12.--A clerical assistant shall review all entries in column (11); strike any entry of less than 3.0 and enter 3.0 in column (12) for the respective farm.

Columns 13 and 14.---These columns are reserved for use by the State committee.

SECTION II.---INSTRUCTIONS FOR DETERMINING NORMAL POTATO YIELDS,
COLUMNS (15) to (20), INCLUSIVE

Column 15.---Enter the 1939 approved yield, which is obtained from NCR-309a, column (19). For a farm the identity of which differs from that of 1939, or for which a potato acreage allotment is to be determined for the first time in 1940, enter a dash.

Column 16.---Enter the community committee recommended potato yield. If the community committee determines that the entry in column (15) is not equitable for the farm, or if there is a dash in column (15), an equitable potato yield shall be recommended on the basis of the yields of potatoes made on the farm, with due consideration to type of soil, production practices, and general fertility of the land.

Column 17.---Enter the county committee recommended potato yield. If, after a review of the recommendations of the community committee, the county committee determines that the entry in column (16) does not reflect an equitable yield for the farm, they shall enter in column (17) their recommended potato yield for the farm.

Column 18.---Enter in pencil the result, rounded to a whole number, obtained by multiplying each entry in column (17) by the respective entry in column (11). Obtain the township and county totals of column (18).

Column 19.---Enter the result, rounded to a whole number, obtained by multiplying each entry in column (17) by an adjustment factor rounded to four decimal places, obtained as follows:

- a. Multiply the approved county potato yield by the county total of column (11).
- b. Divide the result obtained in (a) by the county total of column (18) and enter the result in the head of column (19).

Column 20.---This column is reserved for use by the State committee.

Issued October 16, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

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1940 Agricultural Conservation Program

North Central Region

PROCEDURE FOR DETERMINING RESTORATION LAND
IN THE WIND EROSION AREA

In the counties in the wind erosion area, clerical assistants will prepare column headings on NCR-409 as follows:

Column 46.--1939 Restoration Land Goal

Column 47.--Noncropland

Column 49.--Corrected 1939 Restoration Land Goal

Column 50.--1940 Restoration Land

Column 51.--Change in Cropland

Column 46.--Enter the 1939 restoration land goal established for the farm, which is obtained from NCR-309, column (49). Upon completion of column (50), enter a zero in column (46) for any farm not having a restoration land goal previously established but for which restoration land is recommended for 1940.

Column 47.--Enter for any farm the acreage of noncropland improperly designated as restoration land. For all other farms, enter a dash.

Column 49.--Enter the corrected 1939 restoration land goal for any farm for which there is an entry in column (47), which is obtained by subtracting the entry in column (47) from the entry in column (46). For all other farms, transfer the entry in column (46) to this column.

Column 50.--Enter in pencil the acreage recommended for restoration land for each farm. The community and county committees shall review the entries in columns (46), (47), and (49) and make their recommendations, in accordance with the following instructions.

In consideration of the restoration land for any farm, the committees shall consider the land in the farm which was designated as restoration land for 1939 and any additional land in the farm which has been cropped at least once since January 1, 1930, but on which, because of its physical condition and texture and because of climatic conditions, a permanent vegetative cover should be restored.

New restoration land shall be designated only on a farm which is operated by the owner or if such designation has been approved by the owner in the case of a tenant-operated farm. Land formerly designated as restoration land may, if such land was improperly designated, be restored to its former cropland status, subject to the approval of the State committee.

If, upon consideration of the above-described factors and the information on forms NCR-203 and NCR-317 for the respective farms, it is determined that the 1939 goal is inapplicable for any farm, the committees shall recommend in column (50), restoration land for 1940 which, in their opinion, represents the acreage that should be restored to permanent vegetative cover.

Obtain county totals of columns (49) and (50). If the county total of column (50) is less than the county total of column (49), the committees will designate additional restoration land. The county total of the acreage designated as restoration land in column (50) must equal or exceed the county total of column (49). When the county total of column (50) equals or exceeds the county total of column (49), ink in the entries in column (50).

Column 51--Enter the difference between the corrected 1939 restoration land goal and the restoration land designated for 1940, which is obtained as follows:

1. If the entry in column (50) is larger than the entry in column (49), or if the restoration land has been recommended for a farm for the first time in 1940, subtract the entry in column (49) from the entry in column (50) and enter the result preceded by a minus sign.
2. If the entry in column (50) is smaller than the entry in column (49), subtract the entry in column (50) from the respective entry in column (49) and enter the result preceded by a plus sign.
3. If the entries in columns (49) and (50) are identical, enter a dash.

After column (51) of NCR-409 is completed, the correct acreage of cropland will be obtained for each farm and entered in column (7) as follows:

1. If the entry in column (51) is preceded by a plus sign, add such entry to the entry in column (6).
2. If the entry in column (51) is preceded by a minus sign, subtract such entry from the entry in column (6).
3. If a dash is entered in column (51), make no change in the cropland entry.

For each farm for which there is a difference in the entries in columns (49) and (50), the entry for column (12) of NCR-409 will be determined as follows:

1. Divide the entry in column (7) by the respective entry in column (6).
2. Multiply the NCR-203 indication for the farm, which is obtained from column (10) of NCR-309, by the ratio obtained in (1) above and enter the result in column (12) of NCR-409, or

If the county committee so determines, the NCR-203 indication, which is to be entered in column (10) of NCR-409, will be determined for each such farm in the county as follows:

1. Obtain the correct total of column (9) of NCR-203 by recomputing the entries for column (9) in accordance with the instructions set forth in NCR-202, Supplement 7.
2. Enter the NCR-203 indicated total soil-depleting acreage, which is obtained from NCR-209, column (16), after such entry has been adjusted for the acreage on the farm designated as restoration land.

For any farm for which there is a change in the restoration land goal, the fields affected by such change shall be properly designated on the map on the back of form NCR-203. For each farm for which there is an entry in column (47), the designation of such acreage will be changed from restoration land to noncropland on form NCR-203 for the farm. The NCR-203 indication will not be revised in these instances, unless there also has been a change in the acreage regarded as cropland.

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U. S. Department of Agriculture
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 Agricultural Conservation Program

North Central Region

INSTRUCTIONS FOR DETERMINING 1940 TOBACCO
ACREAGE ALLOTMENTS AND YIELDS

General Instructions

The general instructions issued in NCR-410 are applicable to the listing of tobacco data. Tobacco acreage allotments and normal yields will be determined for only those farms upon which tobacco will be produced in 1940 by preparing separate sets of listing sheets for each type of tobacco in the county. The instructions contained herein are applicable to all types of tobacco.

Section I is applicable to Burley, dark air-cured, and cigar-leaf tobacco farms which have produced a crop in one of the years 1935 to 1939, inclusive. Form NCR-409T will be used to list the data for each of these types. The listing sheet will be identified by entering in the heading the name of the type of tobacco to be listed thereon. For those farms producing these types of tobacco in 1940 for the first time since 1934, the data will be listed separately, as provided in Section II.

SECTION I.---DETERMINATION OF 1940 ALLOTMENTS AND YIELDS FOR REGULAR
TOBACCO FARMS

Column 1.---Enter the 1940 farm number which is obtained from NCR-409, column (1).

Column 2.---Enter the 1939 farm number which is obtained from NCR-409, column (2).

Column 3.---Enter the name of the title owner which is obtained from NCR-409, column (3).

Column 4.---This column is for the convenience of the county committee and may be used if the information is available.

Column 5.---Enter the cropland acreage which is obtained from NCR-409, column (6).

Column 6. -- Enter the 1939 tobacco acreage allotment which is obtained from NCR-309b, column (18).

Column 7. -- Enter the 1939 harvested acreage which is obtained from NCR-317, Section IV, column (h), Item 3. If the community and county committees determine that the 1939 harvested acreage is less, because of flood, drought, hail, bluemold or other tobacco plant diseases, than that which would have been produced, the harvested acreage may be stricken and adjusted upward to the 1939 tobacco acreage allotment. In this instance, the corrected entry will be entered immediately above the stricken entry.

Column 8. -- Enter the 1939 usual acreage which shall be computed as follows:

1. For Burley and dark air-cured tobacco

<u>1939 Allotment</u>	<u>Usual Acres</u>
2.1 or less	Allotment x 1.25
2.2	2.9
2.3	3.1
2.4	3.3
2.5	3.7
2.6 or over	Allotment x 1.50

2. For cigar-leaf tobacco, multiply the 1939 allotment by 1.14.

Column 9. -- Enter the adjustment to be made in the 1939 usual acreage, which is obtained as follows:

1. If the entry in column (7) is equal to or larger than the entry in column (6), but not larger than the entry in column (8), a dash will be entered in this column.
2. If the entry in column (7) is less than the entry in column (6), enter in column (9) one-fifth of the difference between such entries, preceded by a minus sign.
3. If the entry in column (7) is larger than the entry in column (8), enter in column (9) one-fifth of the difference between such entries, preceded by a plus sign.

Column 10.---Enter the adjusted 1939 usual acreage which shall be obtained in accordance with the following:

1. If a dash is entered in column (9), transfer the acreage entered in column (8).
2. If the entry in column (9) is preceded by a minus sign, subtract such entry from the acreage in column (8) and enter the remainder.
3. If the entry in column (9) is preceded by a plus sign, enter the sum of the entries in columns (8) and (9).

Column 11.---Enter the normal tobacco acreage history. The community and county committees shall review the entries in column (10) and enter in column (11) a normal acreage which is fair and reasonable when compared with the normal acreage of other farms in the county which are similar with respect to the following factors:

1. The total acreage of cropland in the farm suitable for tobacco production.
2. The number of farm workers regularly engaged in the production of tobacco.
3. The acreage capacity of barns located on the farm which are in usable condition and available for the curing of tobacco.
4. The customary crop rotation practices carried out on the farm.
5. The adaptability of the soil to the growing of tobacco.

Such adjustment shall be subject to the following limitations:

1. The entry in column (10) shall not be adjusted upward to more than the larger of twice the amount thereof or two acres.
2. The entry in column (10) shall not be adjusted downward to less than 75 percent thereof, except that, in those instances in which the harvested acreage of tobacco on a farm in 1939 was more than 50 percent above the 1939 usual acreage entered in column (8), the respective entry in column (10) may be adjusted downward to the entry in column (8).
3. The total upward adjustments shall not exceed the downward adjustments, except as otherwise approved by the State committee.

Obtain county totals of all entries in columns (6), (7), (8), (10), and (11) and immediately notify the State committee of the amounts of such totals and the number of farms represented. The State committee will consider the data submitted in their relationship to comparable data submitted from other counties within the State, and determine a total normal tobacco acreage for the county.

Column 12.--Enter the adjusted normal tobacco acreage obtained by multiplying each entry in column (11) by a factor determined by dividing the State committee approved normal acreage by the county total of column (11). Obtain the county total of column (12).

Column 13.--Enter the preliminary farm acreage allotment, obtained by multiplying each entry in column (12) by a factor (which shall be the same factor for all counties within the State) furnished by the State committee. Obtain the county total of column (13).

Column 14.--After columns (15) to (20), inclusive, are completed for regular farms, enter the final tobacco acreage allotment which is obtained as follows:

1. If the entry in column (15) is "yes," transfer to column (14) the respective entry in column (13).
2. If the entry in column (15) is "no," enter in column (14) an acreage determined as follows:
 - a. If the entry in column (20) is larger than 2400, transfer to column (14) the respective entry in column (13).
 - b. If the entry in column (20) is less than 2400 but larger than 2000, enter 2400 in ink in column (21) and derive the entry for column (14) by dividing 2400 by the entry in column (19).
 - c. If the entry in column (20) is 2000 or less, enter in column (14) the result obtained by multiplying the respective entry in column (13) by 120 percent.

Obtain the county total of column (14).

Column 15.--The committees shall enter the word "yes" if this farm is operated, controlled, or directed by a person who also operates, controls, or directs another farm on which tobacco is produced, or "no" if the person who operates, controls, or directs the farm is not interested in the production of tobacco on another farm.

Column 16.--Enter the 1939 yield which is obtained from NCR-309b, column (15).

Column 17.--The committees shall enter a recommended normal yield for the farm after taking into consideration the entry in column (16), the soil and other physical factors affecting the production of tobacco on the farm, and the yield obtained on other farms in the locality which are similar with respect to such factors. Obtain the county total of column (17).

Column 18.--Enter in pencil the result, rounded to a whole number obtained by multiplying the entry in column (13) by the corresponding entry in column (17). Obtain the county total of column (18).

Column 19.-- Enter the result obtained by multiplying the entry in column (17) by an adjustment factor, which is derived as follows:

1. Multiply the county check yield by the county total of column (13).
2. Divide the amount obtained under step (1) by the county total of column (18).

Enter this factor, rounded to four decimal places, in the head of column (19). Obtain the county total of column (19).

Column 20.--Enter in pencil the result, rounded to a whole number, obtained by multiplying the entry in column (13) by the corresponding entry in column (19). Obtain the county total of column (20).

Column 21.--Except as provided in 2(b) of the instructions for column (14), no entry will be made in column (21) at this time.

SECTION II.--PREPARATION OF FARM DATA RECORDS AND DETERMINATION OF 1940 ALLOTMENTS AND YIELDS FOR NEW FARMS

The county committee shall give public notice not later than January 1, 1940, that allotments are being determined for the 1940 tobacco crop and that any person desiring an allotment for a farm on which there was no tobacco harvested in 1935 to 1939, inclusive, shall prepare a Form 40--Tobacco--15 not later than February 1, 1940.

For purpose of the instructions contained herein, a new tobacco farm shall be one for which a tobacco acreage allotment will be established in 1940 but on which tobacco was not harvested in 1935 to 1939, inclusive.

All farms for which allotments are requested by preparation of Form 40--Tobacco--15 should be listed and treated in accordance with the following instructions.

Note: List such farms on NCR-409T labeled "New Farms," and determine the 1940 allotments for this group after completing the county office procedure for regular tobacco farms.

A.--Preparation of Farm Data Records.--Any producer requesting an allotment for a new tobacco farm shall prepare a Form 40--Tobacco--15 with the assistance of the county committee. When this form is used for dark air-cured or cigar-leaf tobacco, strike the name "Burley" in the heading and enter the appropriate name of the type. After entering all of the indicated information, the applicant shall date and sign the application in the spaces provided therefor.

The county and community committees shall review these data for each new farm and enter in ink a recommended normal acreage in Section VII of the form. This entry shall not exceed the smallest of:

1. The acreage capacity of the barns which are located on the farm and which are in usable condition and available for the curing of tobacco for the farm.
2. The county average adjusted normal acreage for regular farms in the county (the total of column (12) divided by the number of farms).
3. The average of
 - (a) The average adjusted normal acreage for regular farms in the county obtained in (2) above, and
 - (b) The average acreage of tobacco grown by the farm operator in the five years 1935 to 1939.

The community and county committees shall also recommend a normal yield for this farm, which shall be that yield per acre which the committees determine is reasonable for the farm as compared with yields for other farms in the locality on which the soil and other physical factors affecting the production of tobacco are similar.

A member of the community committee and a member of the county committee shall sign in the appropriate spaces of Form 40--Tobacco--15, indicating that the data have been reviewed and that the recommendations are in accordance with the determination of each committee.

B.--Preparation of Listing Sheets.

Columns 1 to 5, inclusive.--The entries for these columns will be determined in accordance with instructions for such columns in Section I.

Columns 6 to 10, inclusive.--These columns will not be used at this time.

Column 11.--Enter the normal tobacco acreage which is obtained from Form 40--Tobacco--15, Section 7.

Obtain the county total of all entries in column (11) and immediately notify the State committee of the amount of such total and the number of farms represented. The State committee will consider the data submitted and the relationship to comparable data submitted from other counties within the State and determine a county total normal tobacco acreage for new tobacco farms in the county.

Column 12.--Enter the adjusted normal tobacco acreage obtained by multiplying each entry in column (11) by a factor determined by dividing the State committee approved total normal acreage by the county total of column (11).

Column 13.--Enter the preliminary farm acreage allotment obtained by multiplying each entry in column (12) by a factor furnished by the State committee. Obtain the county total of column (13).

Columns 14, 15, and 16.--These columns will not be used at this time.

Column 17.--Enter the preliminary yield which is obtained from Form 40--Tobacco--15, Section 7. Obtain the county total of column (17).

Column 18.--This column will not be used at this time.

Column 19.--Enter in the head of column (19) the factor which was applied to obtain the entries in column (19) for regular tobacco farms. Enter in this column the result obtained by multiplying the respective entry in column (17) by the factor in the head of column (19).

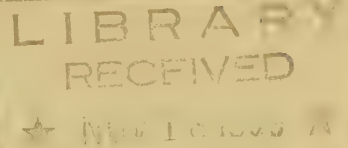
Columns 20 and 21.--These columns will not be used at this time.

The final tobacco farm acreage allotment for a new farm will be the smaller of:

1. The preliminary allotment determined for the farm at this time, and
2. The acreage determined to have been planted to tobacco on the farm in 1940.

After a check for performance has been completed on new tobacco farms, columns (14) and (16) of the new tobacco farms listing sheet will be used in accordance with the following:

1. Strike the heading and enter the words "1940 Planted Acreage" in the head of column (16) and enter in such column the acreage planted to tobacco on each new farm.
2. Enter in column (14) the smaller of the entries in columns (13) and (16).



Issued October 15, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 Agricultural Conservation Program

North Central Region

INSTRUCTIONS FOR DETERMINING 1940
COMMERCIAL VEGETABLE ACREAGE ALLOTMENTS

General Instructions

In the commercial vegetable area, commercial vegetable acreage allotments will be determined for all farms on which the average acreage of land normally planted to commercial vegetables is three acres or more, and for farms adapted to the production of commercial vegetables and operated in 1940 by persons who normally grow three acres or more of commercial vegetables. The data for all farms for which commercial vegetable acreage allotments are to be determined in 1940 will be listed on NCR-409P. The general instructions in NCR-410 are applicable to the listing of data on NCR-409P. The word "Potatoes" will be stricken from the heading of the listing sheets.

Commercial vegetables means the acreage of annual vegetables or truck crops (including potatoes not in the commercial potato area, sweet potatoes, tomatoes, sweet corn, cantaloupes, annual strawberries, commercial bulbs and flowers, but excluding peas for canning or freezing and sweet corn for canning) of which the principal part of the production is sold to persons not living on the farm. In any county designated by the State committee, with the approval of the Agricultural Adjustment Administration, as a county in which substantially all tomatoes or cabbage grown are produced for canning, and in which it is administratively practicable to distinguish between such crops for canning and for other purposes, tomatoes or cabbage for canning will not be classified as commercial vegetables.

SECTION I. -- INSTRUCTIONS FOR DETERMINING COMMERCIAL VEGETABLE ALLOTMENTS,
COLUMNS (1) to (14), INCLUSIVE

Column 1.--Enter the 1940 farm number, which is obtained from NCR-409, column (1).

Column 2.--Enter the 1939 farm number for each farm, which is obtained from NCR-409, column (2).

Column 3.--Enter the name of the title owner, which is obtained from NCR-409, column (3).

Column 4.--This column is for the convenience of the county committee and may be used when the information is available.

Column 5.--Enter the 1939 commercial vegetable acreage allotment, which is obtained from NCR-309a, column (12). For a farm for which a commercial vegetable acreage allotment is determined for the first time in 1940 or which differs in identity from that of 1939, enter a dash.

Column 6.--Enter the 1939 commercial vegetable acreage, which is obtained from NCR-317, Section IV, Item 5, column (h). If this information is not available, enter a dash. If no commercial vegetables were planted on the farm in 1939, enter a zero.

Column 7.--Enter the 1938 commercial vegetable acreage, which is obtained from NCR-309a, column (5). If a dash was entered in NCR-309a, column (5), enter a dash.

Column 8.--Strike the word "adjusted" from the head of this column and enter for each farm the 1936-37 average acreage of commercial vegetables, which is obtained from NCR-309a, column (6). For any farm for which an allotment is being determined for the first time in 1940, the committee will determine by investigation the average acreage devoted to commercial vegetables in 1936 and 1937. An average of the data for such years will be entered in this column.

Column 9.--Enter the community committee recommended 1940 commercial vegetable acreage allotment. This entry should be that acreage which, in the opinion of the committee, best represents the farm's equitable share of the 1940 county allotment. In making this determination, the community committee should take into consideration the commercial vegetable production facilities, the adaptation of the soil to the production of commercial vegetables, abnormal weather conditions, and the acreage of commercial vegetables customarily grown on the farm.

Column 10.--Enter the county committee recommended 1940 commercial vegetable acreage allotment. If, after a review of the recommendations of the community committee, the county committee determines that the entry in column (9) does not represent the farm's equitable share of the 1940 county commercial vegetable acreage allotment, they shall enter in column (10) a recommended commercial vegetable acreage allotment which, in the opinion of the county committee, more adequately represents the farm's equitable share of the county allotment.

Column 11.--Enter the county committee adjusted commercial vegetable acreage allotment for 1940. If the total of all entries in column (10) is equal to or less than the total of all entries in column (8), transfer all entries in column (10) to column (11). If the total of all entries in column (10) is greater than the total of all entries in column (8), the adjustment to meet the county allotment will be made in column (11) as follows:

1. Derive a factor by dividing the total of all entries in column (8) by the total of all entries in column (10) and enter the result, rounded to four decimal places, in the head of column (11).
2. Multiply each entry in column (10) by the adjustment factor entered in the head of column (11) and enter the result in column (11).

Column 12.--A clerical assistant shall review all entries in column (11), strike any entry of less than 3.0 and enter 3.0 in column (12) for the respective farm.

Columns 13 and 14.--These columns are reserved for use by the State committee.

... and ...
... and ...
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As of April 5, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

NORTH CENTRAL DIVISION

★ APR 28 1939

U. S. Department of Agriculture

PROCEDURE FOR LISTING DATA AND ESTABLISHING FARM
WHEAT ACREAGE ALLOTMENTS FOR 1940.GENERAL INSTRUCTIONS

Wheat acreage allotments will be determined in accordance with the instructions contained herein for executing form NCR-409W.

Separate wheat listing sheets designated as "Regular" and "New Wheat Farms" will be prepared. "Regular" wheat listing sheets will be prepared for farms on which wheat was planted for harvest in any of the years 1937, 1938, or 1939. All farms on which wheat was not planted in the above-mentioned years but for which wheat acreage allotments will be determined for 1940, shall be listed on "New Wheat Farm" listing sheets. The county committee shall give public notice that allotments are being determined for the 1940 wheat crop and that any person desiring an allotment for a farm on which there was no wheat planted in 1937, 1938, or 1939 should immediately submit a written request to the county committee for an allotment.

All wheat farms shall be listed by minor civil divisions and in the alphabetical order of the 1939 owners. Each separately owned and operated tract will be listed as a farm as outlined in the listing sheet instructions for crop insurance.

The data to be used in establishing 1940 wheat acreage allotments will be taken from forms NCR-209b, NCR-309 (Part I), NCR-303, FCI-3-Wheat-1940, and FCI-4-Wheat-1940. Before beginning to list on NCR-409W, it is important that all forms NCR-209b, NCR-309 and related forms be corrected in accordance with the applicable instructions if there are errors in cropland, wheat history, or other data.

SUPPLEMENTAL LISTING PRIOR TO THE ESTABLISHMENT
OF ALLOTMENTS

In those instances where a farm, as listed on the crop insurance listing sheets, differs in identity from that as listed on NCR-309, it will be necessary to determine the farm land, cropland, wheat history and NCR-203 indications for the farm as identified on the crop insurance listing sheet. This determination will be made as follows:

Prepare a supplemental listing sheet by labeling a form NCR-409W "Supplemental Listing Sheet -- Parts of Farms."

- a. List in red in the appropriate columns, the farm land, cropland, wheat history for 1936, 1937, 1938, and 1939, and the NCR-203 indicated total soil-depleting allotment for the farm as identified on the form NCR-309.
- b. List in black on consecutive lines immediately below the red entries, the farm land, cropland, wheat history for 1936, 1937, 1938, and 1939, and the NCR-203 indicated total soil-depleting allotment contributed by each tract to the farm, as identified on form NCR-309. If the wheat history for any year cannot otherwise be equitably determined for the component parts, such determination shall be made as follows:
 1. Divide the cropland for each component part by the cropland for the entire 1939 farm.
 2. Determine the wheat history for each component part by multiplying the 1936, 1937, 1938, or 1939 wheat history, as the case may be, by the respective ratio computed in the preceding step.
- c. The farm number for each component part will be the same as assigned on the form NCR-309 for the entire 1939 farm.

The data for columns (1) to (10), inclusive, on NCR-409W for these farms will be obtained from "Supplemental Listing Sheet -- Parts of Farms," rather than from the sources indicated in the instructions for other farms.

All entries must be made in jet black ink in order that the 1940 listing sheets may be duplicated in the State office by mechanical process. Other colors of ink, including blue-black, and pencil are not satisfactory for the duplicating process and must not be used except as specifically instructed.

Except as otherwise specified in this procedure, the entries in all columns shall be rounded to one decimal place and all factors used will be rounded to four decimal places. In all cases involving decimals the results of computations shall be carried to one decimal place beyond the number of decimal places required in the result and rounded back one place to the required number of decimal places. In rounding, digits of five or less shall be dropped and digits of six or more shall be counted as one and added to the figure in the next decimal place to the left.

SUPPLEMENTAL LISTING AFTER ALLOTMENTS HAVE BEEN ESTABLISHED

After the wheat allotments are established by the county committee and approved by the State committee there will be instances

wherein it will be necessary to split the allotments or to combine the allotments in order to conform to the farm identity as established for the purposes of performance for the 1940 Agricultural Conservation Program. Such cases will be treated as follows:

COMBINED FARMS

Prepare a supplemental listing sheet by labeling a form NCR-409W, "Supplemental Listing Sheet -- Combined Farms."

- a. List in red in the appropriate columns the farm land, cropland, and the 1940 allotment for each part of the combined farm.
- b. Enter in black immediately below the red entries the totals of the farm land, cropland, and the 1940 allotments.
- c. Delete the entries for such farms or parts of farms on form NCR-409W.

SPLIT FARMS

Prepare a supplemental listing sheet by labeling a form NCR-409W, "Supplemental Listing Sheet -- Split Farms."

- a. List in red in the appropriate columns the farm land, cropland, usual wheat acres, and the 1940 wheat acreage allotment for the farm, as listed on NCR-409W.
- b. List in black on consecutive lines immediately below the red entries the farm land, and cropland for the component parts.
- c. Express as a percentage the result obtained by dividing the cropland acreage for each of the component parts by the cropland acreage of the original farm.
- d. Compute the 1940 wheat acreage allotment for each of the component parts by multiplying the 1940 wheat acreage allotment for the farm, as listed on NCR-409W, by the respective percentages obtained in the preceding step.
- e. Delete the entries for such farm on form NCR-409W.

If the county committee determines that equitable wheat acreage allotments are not established when applying a cropland ratio to the wheat allotment for the farm, the wheat allotment for the farm may be apportioned to the component parts as follows:

- a. List in red the data for columns (1) to (17), inclusive, for the farm.
- b. List in black on consecutive lines immediately below the red entries the data for columns (1) to (10), inclusive, for each component part.
- c. Determine the entries for columns (11) to (15), inclusive, for each of the component parts in accordance with the instructions for these columns. In making any computations in connection with these columns, the factors to be used will be the same as those used for the "Regular" farms.
- d. Divide the red entry in column (15) by the total of the black entries in column (15) and enter the result rounded to three decimal places in column (16) after the red entry in column (15).
- e. Compute the allotment for each of the component parts by multiplying each of the black entries in column (15) by the factor entered in column (16) and enter the result in column (17).

SEC. I. REGULAR WHEAT LISTING SHEET

Instructions for determining wheat acreage allotments,
Columns (1) to (17), inclusive.

- Column 1 - Enter the applicable 1939 ACP farm number which will be obtained from NCR-309, column (1).
- Column 2 - Enter the applicable 1940 crop insurance farm number, which is obtained from forms FCI-3-Wheat-1940 or FCI-4-Wheat-1940.
- Column 3 - Enter the name of the 1939 title owner; or the name of the farm operator may be entered in this column, if the county committee believes such information to be of greater value in identifying the farm. It may be desirable to list the owner's name and the operator's initials in the corner of the same space. Only one method will be used in the county.
- Column 4 - Enter the total number of acres in the farm, which is obtained from NCR-309, column (4).
- Column 5 - Enter the number of acres of cropland, which is obtained from NCR-309, column (5) or (6).

- Column 6 - Enter the NCR-203 indicated total soil-depleting acreage, which is obtained from NCR-309, column (10).
- Column 7 - Enter the acreage of wheat planted for harvest on the farm in 1939, which will be obtained from NCR-303, Section II, column (2). If such information is not available, a dash shall be entered in this column.
- Column 8 - Enter the acreage of wheat planted for harvest in 1936 adjusted for participation in the 1936 Agricultural Conservation Program. This entry will be obtained from NCR-209b, column (22). If such information is not available, a dash shall be entered in this column.
- Column 9 - Enter the acreage of wheat planted for harvest in 1937, adjusted for participation in the 1937 Agricultural Conservation Program. This entry will be obtained from NCR-209b, column (24). If such information is not available, a dash shall be entered in this column.
- Column 10 - Enter the acreage of wheat planted for harvest in 1938 adjusted for participation in the 1938 Agricultural Conservation Program. This entry will be obtained from NCR-209b, column (26). If such information is not available, a dash shall be entered in this column.

Obtain township and county totals of columns (4) to (10), inclusive.

The county and community committees shall review the entries in columns (8), (9), and (10), and determine if any entry in these columns does not reflect the acreage that would normally be devoted to wheat on the farm. Such determination shall be based upon and confined to the following:

- a. The failure to plant in any year a substantial part of the usual acreage of wheat on the farm due to:
 - (1) Extreme drought or flood.
 - (2) Crop rotation practices on the farming unit, of which the farm was a part.
 - (3) Crop rotation practices no longer typical of the farm because of a change in operator or ownership of the farm.
 - (4) The fact that part of the cropland on the farm was devoted to other than cropland uses.
- b. A substantial excess over the usual acreage of wheat on the farm due to:
 - (1) Failure of crops other than wheat as a result of extreme drought or excessive winter killing.

- (2) Crop rotation practices on the farming unit of which the farm was a part.
 - (3) Crop rotation practices no longer typical of the farm because of a change in operator or ownership of the farm.
 - (4) The fact that part of the noncropland on the farm was devoted to cropland uses.
- c. The fact that accurate planted acreage data are not available for the farm.
- d. The fact that a farm was listed on the 1939 "New Wheat Farms" listing sheet.

The community committee working with the county committee will encircle any entries in columns (8), (9), or (10) which have been determined to be unusual for one of the reasons listed above. However, these unusual history cases need not be encircled if it is determined that the three year average history is usual for the farm, even though the entries for individual years may vary significantly.

Column 11 - Entries shall be made in this column only for those farms for which the entries have been encircled or for which a dash appears, in all three of the columns (8), (9), and (10). Such entry shall be obtained by multiplying the cropland acreage for the farm by a factor derived as follows:

Divide the average of the township totals of columns (8), (9), and (10), including the encircled entries, by the township total of the cropland acreage, column (5). Enter this factor in the column heading of column (11).

Column 12 - Enter the determined usual wheat acreage for the farm. This entry will be the average of the respective entries in columns (8), (9), and (10), except where one or more of such entries are eliminated because the acreage for such year does not indicate the usual acreage of wheat grown on the farm. Where one or two of such entries are eliminated, the entry for column (12) will be the average of the two remaining entries or the remaining entry; or, if the entries for all three years are eliminated, the committee shall determine and enter in column (12) the usual wheat acreage for the farm.

In determining the usual wheat acreage for such farm, the committee shall take into consideration the usual wheat history for other farms in the community which are comparable with respect to tillable acres, crop rotation practices, type of soil and topography. This determination shall be subject to the following limitations:

1. If the actual three year average wheat history for the farm is greater than the entry in column (11) the usual wheat acreage shall not be less than the entry in column (11) nor greater than the actual three year average for the farm.
2. If the actual three year average for the farm is less than the entry in column (11), the usual history shall not be greater than the entry in column (11), nor less than the actual three year average for the farm.
3. In the event that the wheat history for all of the years, 1936, 1937, and 1938 is not available for the farm, enter in column (12) the respective entry in column (11).

Column 13 - Enter the result obtained by multiplying the respective entry in column (12) by three.

Column 14 - Enter the NCR-203 indicated wheat acreage for the farm. Derive a factor by dividing the 1939 county wheat acreage allotment by the county total of column (6) and enter the result in the box at the head of column (14). Multiply each entry in column (6) by the factor in the head of column (14) and enter the result in column (14).

The county committee shall consider the types of land with respect to tillable acres, crop rotation practices, type of soil and topography as such characteristics reflect the adaptation of the land in the county to wheat production. In counties in which the county committee with the approval of the State committee determines that a township indication will more equitably represent these factors, the following procedure will be applicable:

1. Express as a percentage, the result obtained for each township by dividing the average of the township totals of columns (8), (9), and (10), including encircled entries, by the average of the corresponding totals for the county.
2. Multiply the 1939 county wheat acreage allotment by each township percentage obtained in the preceding step.
3. Obtain township factors by dividing each result obtained in the preceding step by

the respective township total of column (6) and enter the factor in the box at the head of column (14) for the respective township.

4. Multiply each entry in column (6) by the township factor entered in the box at the head of column (14) and enter the result in column (14).

After the NCR-203 indicated wheat acreage for each farm is entered in column (14), the county clerical assistant will compare each entry in column (14) with the respective entry in column (12). Encircle each entry in column (14) which is larger than the respective entry in column (12).

Column 15 - Enter the sum of the entries in columns (13) and (14); except in those cases for which the entry in column (14) is encircled, the entry for column (15) will be obtained by adding the entries in columns (12) and (13).

Column 16 - Enter the 1940 wheat acreage allotment for the farm, which will be obtained as follows:

1. Obtain a factor by dividing the 1940 county wheat acreage allotment for regular farms by the total of column (15). Enter this factor in the box at the head of column (16).
2. Multiply each entry in column (15) by the factor entered in the box at the head of column (16) and enter the result in column (16).

Columns 17 to 21, inclusive, will not be used at this time.

SEC. II "New Wheat Farms" LISTING SHEET
Instructions for columns (1) to (17), inclusive.

For the purpose of the instructions contained herein, a new wheat farm shall be one for which a wheat acreage allotment will be established in 1940, but on which wheat was not grown in 1937, 1938, or 1939. All farms for which allotments are requested should be listed and treated in accordance with the following instructions. List such farms on NCR-409W, labeled "New Wheat Farms", and determine the 1940 allotments for this group immediately after completing the county office procedure for the "Regular" wheat farms.

Columns 1 to 6, inclusive: The instructions contained in the procedure for "Regular" wheat farms for these columns will be applicable.

Columns 7 to 10, inclusive, will not be used at this time.

Column 11 - Enter the result obtained by multiplying the cropland acreage for the farm, column (5) by the township factor entered in the column heading of column (11). This factor will be the township factor entered in column (11) for "Regular" wheat farms.

Column 12 - This column will not be used at this time.

Column 13 - Strike the heading and enter the words "Requested Allotment". Enter the acreage of wheat allotment requested for the farm.

Column 14 - Enter the same factor in the column heading, that was used for column (14) in this township on the "Regular" wheat farms. Multiply each entry in column (6) by the factor in the head of column (14) and enter the result in column (14).

Column 15 - Strike the heading and enter the words, "Appraised Allotment". Enter the appraised wheat acreage allotment for the farm. The county committee working with the community committees will examine and consider the entries in columns (11), (13), and (14) and enter the recommended allotment for the farm. Such entry must not exceed the entry in column (11).

Column 16 - Enter the 1940 wheat acreage allotment for the farm. This entry will be obtained by multiplying the entry in column (15) by the smaller of:

1. The factor obtained for column (16) in accordance with the instructions for the "Regular" wheat farms; or,
2. The factor obtained by dividing the county wheat acreage allotment for "New Wheat Farms" by the total of column (15).

Column 17 - If the entry in column (13) is less than the entry in column (16), transfer the entry in column (13) to column (17).

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

**PROCEDURE FOR LISTING DATA AND ESTABLISHING
FARM WHEAT ACREAGE ALLOTMENTS FOR 1940**

GENERAL INSTRUCTIONS

Wheat acreage allotments will be determined in accordance with the instructions contained herein for executing form NCR-409W.

Separate wheat listing sheets designated as "Regular" and "New Wheat Farms" will be prepared. "Regular" wheat listing sheets will be prepared for farms on which wheat was planted for harvest in any of the years 1937, 1938, or 1939. All farms on which wheat was not planted in the above-mentioned years but for which wheat acreage allotments will be determined for 1940, shall be listed on "New Wheat Farms" listing sheets. The county committee shall give public notice that allotments are being determined for the 1940 wheat crop and that any person desiring an allotment for a farm on which there was no wheat planted for harvest in 1937, 1938, or 1939 should immediately submit a written request to the county committee for an allotment.

All wheat farms shall be listed by minor civil divisions and in the alphabetical order of the 1939 owners. Each separately owned and operated tract will be listed as a farm as outlined in the listing sheet instructions for crop insurance.

The data to be used in establishing 1940 wheat acreage allotments will be taken from forms NCR-209b, NCR-309 (Part I), NCR-303, FCI-3-Wheat-1940, and FCI-4-Wheat-1940. Before beginning to list on NCR-409W, it is important that all forms NCR-209b, NCR-309 and related forms be corrected in accordance with the applicable instructions if there are errors in cropland, wheat history, or other data.

SUPPLEMENTAL LISTING BEFORE ESTABLISHING ALLOTMENTS

In those instances where a farm, as listed on the crop insurance listing sheets, differs in identity from that as listed on NCR-309, it will be necessary to determine the farm land, cropland, wheat history, and NCR-203 indication for the farm as identified on the crop insurance listing sheet. These determinations will be made as follows:

Prepare a supplemental listing sheet by labeling a form NCR-409W "Supplemental Listing Sheet—Parts of Farms."

a. List in red in the appropriate columns, the farm land, cropland, wheat history for 1936, 1937, 1938, and 1939, and the NCR-203 indicated total soil-depleting allotment for the farm as identified on the form NCR-309.

b. List in black on consecutive lines immediately below the red entries, the farm land, cropland, wheat history for 1936, 1937, 1938, and 1939, and the NCR-203 indicated total soil-depleting allotment contributed by each tract to the farm, as identified on form NCR-309. If the wheat history for any year cannot otherwise be equitably determined for the component parts, such determination shall be made as follows:

1. Divide the cropland for each component part by the cropland for the entire 1939 farm.

2. Determine the wheat history for each component part by multiplying the 1936, 1937, 1938, or 1939 wheat history, as the case may be, by the respective ratio computed in the preceding step.

c. The farm number for each component part will be the same as assigned on the form NCR-309 for the entire 1939 farm.

The data for columns (1) to (10), inclusive, on NCR-409W for these farms will be obtained from "Supplemental Listing Sheet—Parts of Farms," rather than from the sources indicated in the instructions for other farms.

All entries must be made in jet black ink in order that the 1940 listing sheets may be duplicated in the State office by mechanical process. Other colors of ink, including blue-black, and pencil are not satisfactory for the duplicating process and must not be used except as specifically instructed.

Except as otherwise specified in this procedure, the entries in all columns shall be rounded to one decimal place and all factors used will be rounded to four decimal places. In all cases involving decimals the results of computations shall be carried to one decimal place beyond the number of decimal places required in the result and rounded back one place to the required number of decimal places. In rounding, digits of five or less shall be dropped and digits of six or more shall be counted as one and added to the figure in the next decimal place to the left.

Sec. I. REGULAR WHEAT LISTING SHEET

Instructions for determining wheat acreage allotments, Columns (1) to (21), inclusive

Column 1.—Enter the applicable 1939 ACP farm number which will be obtained from NCR-309, column (1).

Column 2.—Enter the applicable 1940 crop insurance farm number, which is obtained from form FCI-3-Wheat—1940 or FCI-4-Wheat—1940.

Column 3.—Enter the name of the 1939 title owner; or the name of the farm operator may be entered in this column, if the county committee believes such information to be of greater value in identifying the farm. It may be desirable to list the owner's name and the operator's initials in the corner of the same space. Only one method will be used in the county.

- Column 4.—Enter the total number of acres in the farm, which is obtained from NCR-309, column (4).
- Column 5.—Enter the number of acres of cropland, which is obtained from NCR-309, column (5) or (6).
- Column 6.—Enter the NCR-203 indicated total soil-depleting acreage, which is obtained from NCR-309, column (10).
- Column 7.—Enter the acreage of wheat planted for harvest on the farm in 1939, which will be obtained from NCR-303, Section II, column (2). If such information is not available, a dash shall be entered in this column.
- Column 8.—Enter the acreage of wheat planted for harvest in 1936 adjusted for participation in the 1936 Agricultural Conservation Program. This entry will be obtained from NCR-209b, column (22). If such information is not available, a dash shall be entered in this column.
- Column 9.—Enter the acreage of wheat planted for harvest in 1937, adjusted for participation in the 1937 Agricultural Conservation Program. This entry will be obtained from NCR-209b, column (24). If such information is not available, a dash shall be entered in this column.
- Column 10.—Enter the acreage of wheat planted for harvest in 1938 adjusted for participation in the 1938 Agricultural Conservation Program. This entry will be obtained from NCR-209b, column (26). If such information is not available, a dash shall be entered in this column.

Obtain township and county totals of columns (4) to (10), inclusive.

The county and community committees shall review the entries in columns (8), (9), and (10), and determine if any entry in these columns does not reflect the acreage that would normally be devoted to wheat on the farm. Such determination shall be based upon and confined to the following:

a. The failure to plant in any year a substantial part of the usual acreage of wheat on the farm due to:

- (1) Extreme drought or flood.
- (2) Crop rotation practices on the farming unit of which the farm was a part.
- (3) Crop rotation practices no longer typical of the farm because of a change in operator or ownership of the farm.
- (4) The fact that part of the cropland on the farm was devoted to other than cropland uses.

b. A substantial excess over the usual acreage of wheat on the farm due to:

- (1) Failure of crops other than wheat as a result of extreme drought or excessive winter killing.
- (2) Crop rotation practices on the farming unit of which the farm was a part.
- (3) Crop rotation practices no longer typical of the farm because of a change in operator or ownership of the farm.

(4) The fact that part of the noncropland on the farm was devoted to cropland uses.

c. The fact that accurate planted acreage data are not available for the farm.

d. The fact that no wheat was planted for harvest on the farm in 1936, 1937, and 1938, but wheat was planted for harvest on the farm in 1939.

The community committee working with the county committee will encircle any entries in column (8), (9), or (10) which have been determined to be unusual for one of the reasons listed above. However, these unusual history cases need not be encircled if it is determined that the three-year average history is usual for the farm, even though the entries for individual years may vary significantly.

Column 11.—Entries shall be made in this column only for those farms for which the entries have been encircled or for which a dash appears, in all three of the columns (8), (9), and (10). Such entry shall be obtained by multiplying the cropland acreage for the farm by a factor derived as follows:

Divide the average of the township totals of columns (8), (9), and (10), including the encircled entries, by the township total of the cropland acreage, column (5). Enter this factor in the heading of column (11).

Column 12.—Enter the determined usual wheat acreage for the farm. This entry will be the average of the respective entries in columns (8), (9), and (10), except where one or more of such entries are eliminated because the acreage for such year does not indicate the usual acreage of wheat grown on the farm. Where one or two of such entries are eliminated, the entry for column (12) will be the average of the two remaining entries or the remaining entry; or, if the entries for all three years are eliminated, the committee shall determine and enter in column (12) the usual wheat acreage for the farm.

In determining the usual wheat acreage for such farm, the committee shall take into consideration the usual wheat history for other farms in the community which are comparable with respect to tillable acres, crop rotation practices, type of soil and topography. This determination shall be subject to the following limitations:

1. If the actual average wheat history for the farm is greater than the entry in column (11) the usual wheat acreage shall not be less than the entry in column (11) nor greater than the actual average for the farm.

2. If the actual average for the farm is less than the entry in column (11), the usual history shall not be greater than the entry in column (11), nor less than the actual average for the farm.

3. In the event that the wheat history for all of the years, 1936, 1937, and 1938 is not available for the farm, enter in column (12) the respective entry in column (11).

Inasmuch as more consideration is given to the usual acreage than to the NCR-203 wheat acreage indication in the establishment of wheat acreage allotments, it will be the responsibility of the county committee to determine that an equitable relationship has been maintained between all townships in establishing the usual wheat acreage for the farms. Any disparity in this respect may be detected by the use of a ratio showing the relationship of the average of the totals of columns (8), (9), and (10) to the total of column (12). In most instances this ratio, as computed for each of the townships, should be comparable to the respective ratio as computed for the county. The county committee may find it desirable to reconsider the application of the encircling procedure in columns (8), (9), and (10) in counties where there are wide variations in these township ratios. If wide variations are found but are determined by the county committee to be proper, approval should be obtained from the State committee before proceeding with listing sheet work.

Column 13.—Enter the result obtained by multiplying the respective entry in column (12) by three.

Column 14.—Enter the NCR-203 indicated wheat acreage for the farm. Derive a factor by dividing the 1939 county wheat acreage allotment by the county total of column (6) and enter the result in the box at the head of column (14). Multiply each entry in column (6) by the factor in the head of column (14) and enter the result in column (14).

The county committee shall consider the types of land with respect to tillable acres, crop rotation practices, type of soil and topography as such characteristics reflect the adaptation of the land in the county to wheat production. In counties in which the county committee **with the approval of the State committee** determines that a township indication will more equitably represent these factors, the following procedure will be applicable:

1. Express as a percentage, the result obtained for each township by dividing the average of the township totals of columns (8), (9), and (10), including encircled entries, by the average of the corresponding totals for the county.

2. Multiply the 1939 county wheat acreage allotment by each township percentage obtained in the preceding step.

3. Obtain township factors by dividing each result obtained in the preceding step by the respective township total of column (6) and enter the factor in the box at the head of column (14) for the respective township.

4. Multiply each entry in column (6) by the township factor entered in the box at the head of column (14) and enter the result in column (14).

After the NCR-203 indicated wheat acreage for each farm is entered in column (14), the county clerical assistant will compare each entry in column (14) with the respective entry in column (12). Encircle each entry in column (14) which is larger than the respective entry in column (12).

Column 15.—Enter the sum of the entries in columns (13) and (14); except in those cases for which the entry in column (14) is encircled, the entry for column (15) will be obtained by adding the entries in columns (12) and (13).

Column 16.—Enter the 1940 wheat acreage allotment for the farm, which will be obtained as follows:

1. Obtain a factor by dividing the 1940 county wheat acreage allotment for regular farms by the total of column (15). Enter this factor in the box at the head of column (16).

2. Multiply each entry in column (15) by the factor entered in the box at the head of column (16) and enter the result in column (16).

Columns 17 to 21, inclusive, will not be used at this time.

Sec. II. "NEW WHEAT FARMS" LISTING SHEET INSTRUCTIONS FOR COLUMNS (1) TO (17), INCLUSIVE

For the purpose of the instructions contained herein, a new wheat farm shall be one for which a wheat acreage allotment will be established in 1940, but on which wheat was not planted for harvest in 1937, 1938, or 1939. All farms for which allotments are requested should be listed and treated in accordance with the following instructions. List such farms on NCR—409W, labeled "New Wheat Farms", and determine the 1940 allotments for this group immediately after completing the county office procedure for the "Regular" wheat farms.

Columns 1 to 6, inclusive: The instructions contained in the procedure for "Regular" wheat farms for these columns will be applicable.

Columns 7 to 10, inclusive, will not be used at this time.

Column 11.—Enter the result obtained by multiplying the cropland acreage for the farm, column (5) by the township factor entered in the column heading of column (11). This factor will be the township factor entered in column (11) for "Regular" wheat farms.

Column 12.—This column will not be used at this time.

Column 13.—Strike the heading and enter the words "Requested Allotment." Enter the acreage of wheat allotment requested for the farm.

Column 14.—Enter the same factor in the column heading that was used for column (14) in this township on the "Regular" wheat farms. Multiply each entry in column (6) by the factor in the head of column (14) and enter the result in column (14).

Column 15.—Strike the heading and enter the words, "Appraised Allotment." Enter the appraised wheat acreage allotment for the farm. The county committee working with the community committees will examine and consider the entries in columns (11),

(13), and (14) and enter the recommended allotment for the farm. Such entry must not exceed the entry in column (11).

Column 16.—Enter the recommended 1940 Wheat Acreage Allotment for the farm. This entry will be obtained by multiplying the entry in column (15) by a factor obtained by dividing the county wheat acreage allotment for "New Wheat Farms" by the total of column (15). In no case can this factor exceed 1.0.

Column 17.—If the entry in column (13) is less than the entry in column (16), transfer the entry in column (13) to column (17).

It is to be understood that a "New Wheat Farm" acreage allotment will be the smaller of, (1) the allotment computed for the farm at this time, or, (2) the acreage determined to have been devoted to wheat on the farm in 1940.

SEC. III. SUPPLEMENTAL LISTING AFTER ALLOTMENTS HAVE BEEN ESTABLISHED

After the wheat allotments are established by the county committee and approved by the State committee there will be instances wherein it will be necessary to split the allotments or to combine the allotments in order to conform to the farm identity as established for the purposes of performance for the 1940 Agricultural Conservation Program. Such cases will be treated as follows:

COMBINED FARMS

Prepare a supplemental listing sheet by labeling a form NCR-409W, "Supplemental Listing Sheet—Combined Farms."

- a. List in red in the appropriate columns the farm land, cropland, and the 1940 allotment for each part of the combined farm.
- b. Enter in black immediately below the red entries the totals of the farm land, cropland, and the 1940 allotments.
- c. After approval by the State committee delete or otherwise identify the entries for such farms or parts of farms on form NCR-409W.

SPLIT FARMS

Prepare a supplemental listing sheet by labeling a form NCR-409W, "Supplemental Listing Sheet—Split Farms."

- a. List in red in the appropriate columns the farm land, cropland, usual wheat acres, and the 1940 wheat acreage allotment for the farm, as listed on NCR-409W.
- b. List in black on consecutive lines immediately below the red entries the farm land, and cropland for the component parts.
- c. Express as a percentage the result obtained by dividing the cropland acreage for each of the component parts by the cropland acreage of the original farm.
- d. Compute the 1940 wheat acreage allotment for each of the component parts by multiplying the 1940 wheat acreage allot-

ment for the farm, as listed on NCR-409W, by the respective percentages obtained in the preceding step.

e. After approval by the State committee delete or otherwise identify the entries for such farm on form NCR-409W.

If the county committee determines that equitable wheat acreage allotments are not established when applying a cropland ratio to the wheat allotment for the farm, the wheat allotment for the farm may be apportioned to the component parts as follows:

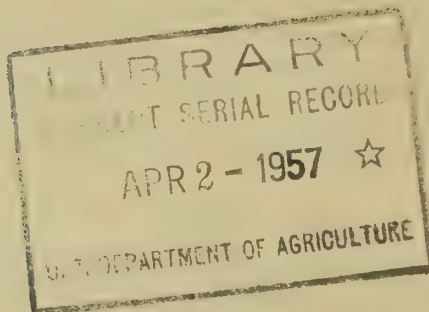
a. List in red the data for columns (1) to (17), inclusive, for the farm.

b. List in black on consecutive lines immediately below the red entries the data for columns (1) to (10), inclusive, for each component part.

c. Determine the entries for columns (11) to (15), inclusive, for each of the component parts in accordance with the instructions for these columns. In making any computations in connection with these columns, the factors to be used will be the same as those used for the "Regular" farms.

d. Divide the red entry in column (17) by the total of the black entries in column (15) and enter the result rounded to three decimal places in column (16) after the red entry in column (15).

e. Compute the allotment for each of the component parts by multiplying each of the black entries in column (15) by the factor entered in column (16) and enter the result in column (16).



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PROCEDURE FOR DETERMINING WHEAT YIELDS
IN NON-CROP INSURANCE COUNTIES

Department of Agriculture

GENERAL INSTRUCTIONS

The instructions contained herein are applicable to the determination of farm wheat yields for regular and new wheat farms in those counties in which wheat yields were not determined for all farms for purposes of the 1940 Crop Insurance provisions.

The yields determined in accordance with these instructions will be released to farmers on form NCR-412 at the same time that all 1940 yields and allotments are released.

Enter in the heads of columns (18) to (22), inclusive, of NCR-409W, "Approved 1939 Wheat Yield," "County and Community Committee Recommended 1940 Wheat Yield," "Extension," "Adjusted 1940 Wheat Yield," and "State Committee Approved Wheat Yield," respectively.

INSTRUCTIONS FOR NCR-409W, COLUMNS (18) TO (22), INCLUSIVE

For those farms for which crop insurance was requested and for which yields were determined for 1940 in accordance with previous instructions, the 1939 yield should be entered in column (18) and the 1940 crop insurance yield should be entered in column (21) before listing data for other farms. These entries should be encircled and the letters "C.I." should be entered in column (19) for such farms.

Column 18.--Enter the approved 1939 wheat yield for the farm, which is obtained from form NCR-209b, column (39). Enter a dash for those farms listed on the New Wheat Farms listing sheets and for those farms which differ in identity from that of 1939.

Column 19.--Enter the county and community committee recommended 1940 wheat yield for each farm for which no crop insurance yield is established. This entry shall be that wheat yield which, in the opinion of the committees, best reflects the normal production per acre for the farm. If it is determined that the entry in column (18) does not reflect an equitable wheat yield for the farm, they shall enter in this column a recommended yield which more adequately represents the relation of this farm to others in the community which are similar with respect to topography, type of soil, and productivity.

Column 20.---Enter in pencil the result, rounded to a whole number, obtained by multiplying each entry in column (17) by the respective entry in column (19), except for those farms for which wheat yields have been previously established. For such farms, this entry will be obtained by multiplying the entry in column (17) by the respective entry in column (21) and will be encircled. Obtain separate county totals of the encircled and nonencircled entries.

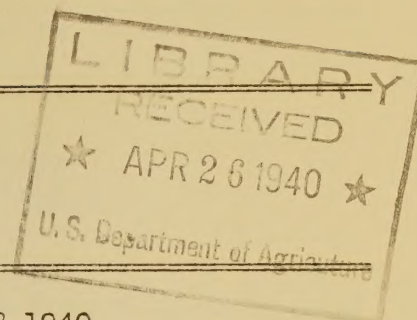
Column 21.---Enter, for each farm for which a wheat yield has not been previously established, the result obtained by multiplying the entry in column (19) by an adjustment factor derived as follows:

1. Multiply the county total of column (17) by the 1940 county check yield for wheat.
2. Subtract from the product obtained in (1) above, the total of the encircled entries in column (20).
3. Divide the result obtained in (2) above by the county total of the nonencircled entries in column (20) and round the result to four decimal places.

Enter this factor in the head of column (21).

Column 22.---This column is reserved for use by the State committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION



PROCEDURE FOR DETERMINING THE FINAL ALLOTMENTS FOR 1940
NEW WHEAT FARMS

The last paragraph of NCR-410W, Section II "New Wheat Farms Listing Sheet Instructions", provides that a "New Wheat Farm" allotment will be the smaller of (1) the allotment computed for the farm on NCR-409W or (2) the acreage determined to have been devoted to wheat on the farm in 1940.

It is necessary that the afore-described determination be made for each new wheat farm as soon as form NCR-406 is completed for the farm. A clerical assistant shall make the determination by comparison of the total wheat acreage shown in Section II of form NCR-406 for the farm, with the preliminary allotment determined in column (17) of NCR-409W. For those few farms for which forms NCR-406 are not completed, the planted wheat acreages will be obtained from the 1940 Farm Reports. If the planted acreage is less than the allotment, strike through the allotment in column (17) of NCR-409W and enter in place thereof, the amount of the planted acreage, except in those instances in which a new wheat farm is combined with an old wheat farm. Such cases are considered in Supplement I to NCR-440.

When the final allotments are determined for all new wheat farms, the State committee should be notified of such final allotments by memorandum, in order that the State Office copy of the listing sheets may be corrected before applications for wheat parity payments are cleared in the State office. It is to be noted by the county committee that the whole group of new wheat farm allotments should be covered in one memorandum to the State committee.

